

MARYLAND HIGHER EDUCATION COMMISSION

MEETING AGENDA

Time: 1 P.M.
JUNE 12, 2002

Place: MARYLAND HIGHER
EDUCATION COMMISSION
Commission Meeting Room
839 Bestgate Road, Suite 400
Annapolis MD 21401

MARYLAND HIGHER EDUCATION COMMISSION

John J. Oliver, Jr., Chairman

Dorothy Dixon Chaney

Edward O. Clarke, Jr.

Micah Coleman

Anne Osborn Emery

George S. Malouf, Jr.

David S. Oros

Charles B. Saunders, Jr.

Donald J. Slowinski, Sr.

Richard P. Streett, Jr.

Karen R. Johnson, J.D.
Secretary of Higher Education

Maryland Higher Education Commission

MEETING AGENDA

TIME: 1:00 pm
Wednesday
June 12, 2002

PLACE: Maryland Higher Education Commission
839 Bestgate Road, Suite 400
Annapolis MD 21401

	Page	Action Item
Call to Order		
Approval of the April 23, 2002 Minutes	1	*
Chairman's Report		
Secretary's Report		
Finance Policy Committee Report		
• FY 2004 Capital Budget Priorities.....		*
• Name Change for the State Scholarship Administration.....		*
• Guidelines for the General Rules and Definitions for the Student Financial Assistance Programs.....		*
• Guidelines for the Loan Assistance Repayment Program.....		*
• Guidelines for the Maryland HOPE, the Maryland Teacher and the Maryland Science and Technology Programs.....		*
• Guidelines for the Edward T. Conroy Scholarship.....		*
• Guidelines for the Developmental Disabilities and Mental Health Workforce Tuition Assistance Program.....		*
• Guidelines for the Educational Excellence Award Program.....		*
• Guidelines for the Graduate and Professional Scholarship Program.....		*
Funding Guideline Modifications for the University of Maryland Eastern Shore and the University of Maryland University College		*
Enrollment Projections – Maryland Public Colleges and Universities		*
Adjournment		
Information Reports distributed to Commission		
• Report on Programs Reviewed from March 16, 2002 to May 15, 2002.....		
• Report on Private Career Schools: Approval Actions from January 22, 2002 to May 15, 2002		

The Maryland Higher Education Commission is committed to ensuring that individuals with disabilities are able to fully participate in and benefit from the Commission's public meetings, programs, and services. Anyone planning to attend a meeting of the Commission who wishes to receive auxiliary aids, services, or accommodations should contact Pat Bracey at 410-260-4516 or 1-800-735-2258 (TTY/Voice) by Friday, June 7, 2002.

MARYLAND HIGHER EDUCATION COMMISSION

Regular Session Minutes of Meeting

April 23, 2002

The Maryland Higher Education Commission met on Tuesday, April 23, 2002, at Cecil Community College, Technology Center Conference Room, North East, Maryland. Commission members present were: John J. Oliver, Jr., Chair; Charles B. Saunders, Jr., Vice Chair; Anne Osborn Emery; George S. Malouf, Jr.; Donald J. Slowinski, Sr.; Richard P. Streett, Jr.; and Micah Coleman, via conference call. Commission members not present were: Dorothy Dixon Chaney; Edward O. Clarke, Jr.; John L. Green; David Oros; and R. Kathleen Perini.

Staff members present were: Karen R. Johnson, Secretary; Janice Doyle, Assistant Secretary; John A. Sabatini, Jr., Assistant Secretary; Pat Bracey; Paula Fitzwater; Judy Hendrickson; Andrea Hunt; Pace McConkie; and Ann Walker.

Others present: Clara Adams, Morgan State University; Stuart Bounds, Chesapeake College; T. J. Bryan, University System of Maryland; Jay Chunn, Morgan State University; Lynn Gangone, Maryland Independent College and University Association; Terry Hollander, University System of Maryland; Laurie Stickelmaier, St. Mary's College of Maryland; Thomas Topping, Cecil Community College; and Linda Vukovich, University System of Maryland.

CALL TO ORDER

Chairman Oliver called the meeting to order at 1:10 p.m.

APPROVAL OF MINUTES

The minutes of the February 12, 2002 meeting were approved.

CHAIRMAN'S REPORT

Chairman Oliver announced that there were not enough Commission members present to form a quorum for today's meeting. Commissioner Micah Coleman was contacted via conference call in order to convene a quorum.

Chairman Oliver further announced that Dr. Stephen Pannill, President of Cecil Community College, could not be present today. Dr. Thomas Topping, on behalf of the Board of Trustees and Dr. Pannill, welcomed the Commission and staff to the college. Dr. Topping stated that the college is continuing to grow by revising some of its existing programs and through expansion of new programs, the latest addition being the inclusion of a new transportation logistics program. This program is growing faster than anticipated. The Mid-Atlantic Transportation and Logistics Institute is housed at the college and is experiencing a large number of requests for services for

non-credit and credit instruction. Dr. Topping stated that the Technology Center, which is three years old, is the newest addition to the College.

Chairman Oliver stated that representatives of each segment of higher education will provide comments and testimony on State Plan Goal 8, *Achieve a Cost-Effective and Accountable System of Delivering High-Quality Postsecondary Education*.

SECRETARY'S REPORT

Secretary Johnson provided an overview on the higher education budget, stating that although Session was a difficult one budgetarily, progress was made in a number of areas.

The Commission successfully sought passage of two department bills: one that will ease the burden placed on scholarship staff to recalculate grade point averages and make scholarship programs less confusing because eligibility for programs will now be based on GPA's as reported on the high school transcript instead of core courses; and another that reduces the complexity of scholarship programs by allowing students to hold multiple scholarships as long as the maximum amount received does not exceed the tuition, fees, and room and board charged at a public 4-year institution.

The Commission was also successful in seeking passage of the bill to codify the recommendations of the Task Force to Study College Readiness for Disadvantaged and Capable Students. The bill does the following: changes the name of the State Scholarship Administration to the Office of Student Financial Assistance; codifies and decentralizes the Professional Scholarship Program; decentralizes a portion of the Education Assistance Grant funds; establishes the College Readiness Outreach Program; guarantees funding levels for each need-based aid program equal to 80% of the previous year's funding; formalizes the K-16 Leadership Council through a memorandum of understanding; and plans and studies the establishment of the K-16 Research Development Institute and the Maryland Clearinghouse for Education Statistics.

A number of bills were introduced that posed challenges for higher education. The Commission was successful in resolving these issues positively, but have some work to do during the interim to begin addressing concerns that have been raised, in particular, the bill to allow Harford Community College to offer Baccalaureate degrees. The Commission will need to work harder across segments to meet the needs of all areas of our State and place more emphasis on regional higher education centers. With the passage of the bill to extend the program approval process, the Commission needs to begin working with the Board of Regents and USM to develop criteria to assess the quality of new programs and verify that new programs are being developed within existing resources.

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The Maryland Association of Community Colleges has asked that the Commission look at two bills that they had introduced, and that failed, that would provide funds for collaborative initiatives across community colleges and funds to meet the needs of students with disabilities.

In regards to MHEC's budget, the General Administration budget increased \$6.9 million; educational grants increased from \$10.3 million to \$14 million, i.e., Access and Success, OCR enhancement funds, and PDIP grant funds; and an additional \$7 million in special fund grants through the tobacco tax (these funds just flow through our budget-UMB School of Medicine for Medicaid, deferred maintenance for USM, MSU, and BCCC).

The largest hit was in the HOPE Scholarship program -- \$5 million was cut from the program and \$1 million has been earmarked to be used for need-based aid (this will impact the number of new awards we will be able to make this year).

The Commission was successful in keeping the HBCU enhancement, although it was cut by \$2.6 million--\$3 million for HBCU enhancements, and \$400,000 for Morgan to assist students in getting personal computers (\$1.2 million is being provided to the other three HBCU's for this same purpose from the Information Technology Investment Fund).

Overall, general fund support for higher education increased 2% to \$1.3 billion. General fund appropriations for public colleges and universities totaled \$970 million, an increase of 1% over FY 2002 -- \$871 million for USM (an increase of 1%, USM Board of Regents determines allocation by July 1, 2002), \$53.4 million for Morgan, and \$15.1 million for St. Mary's. Community colleges received \$189 million, a 6% increase over FY 2002. Independent colleges received \$46 million, a 1% increase over FY 2002. Changes were made to the base in both formulas: Cade - 23% in FY 2003 going back to 25% in FY 2006, and Sellinger - 14.3% in FY 2003 going back to 16% in FY 2006.

Capital budget: \$302 million in total authorizations (this includes previously funded PAYGO converted to GO bonds in FY 2003). USM - \$227 million for 34 projects, Morgan - \$28 million for 3 projects, independents - \$6.9 million for 4 projects, and community colleges - \$34 million in capital grant programs. A number of projects were deferred to FY 2004 (a list will be distributed at a later date).

Secretary Johnson announced that the agency is moving to a new location at 839 Bestgate Road, Suite 400. The move process will begin on Wednesday, May 8, 2002, and offices will be closed until Monday, May 13, 2002. The May 9, 2002 Finance Policy Committee meeting will be held offsite at Anne Arundel Community College, in the Cade Building. On May 15, 2002, the Commission Retreat will be held at the new location, with a tour of

the new facility. Sometime in June, the Commission will be inviting segments to the facility for an open house.

STUDENT ADVISORY COUNCIL REPORT

No report at this time.

EDUCATION POLICY COMMITTEE REPORT

Institutional Name Change request from Garrett Community College

Commissioner Saunders reported that the Board of Trustees and campus administrators of Garrett Community College requested that the Commission approve the renaming of the college to Garrett College. A report provided by the college suggests that the name change would improve recruitment efforts by attracting potential students from Pennsylvania and West Virginia.

Commissioner Saunders reported that the Education Policy Committee recommended that the Maryland Higher Education Commission approve the renaming of Garrett Community College to Garrett College. Commissioner Slowinski moved for approval of the recommendation. Commissioner Emery seconded the motion and the motion carried unanimously.

Modifications to Policies and Procedures for Private Career Schools

Commissioner Saunders reported that the changes describe a new option to new schools pertaining to the required financial statement and guarantee, and the changes to the non-refundable application fee for initial approval to operate a private career school.

Commissioner Saunders reported that the Education Policy Committee recommended that the Maryland Higher Education Commission approve the revised Policies and Procedures for Private Career Schools. Commissioner Saunders moved for approval of the recommendation. Commissioner Slowinski seconded the motion and the motion carried unanimously.

Coppin State College Mission Statement

Commissioner Saunders reported that the University System of Maryland Board of Regents approved the revised mission statement at its April 12, 2002 meeting. The revised mission statement is consistent with the 2000 Maryland State Plan for Postsecondary Education and Coppin's Strategic Plan.

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Commissioner Saunders reported that it is recommended that the Maryland Higher Education Commission approve the revised mission statement for Coppin State College. Commissioner Saunders moved for approval of the recommendation. Commissioner Malouf seconded the motion and the motion carried unanimously.

Collaborative Doctoral Programs (Business and Education)

Commissioner Saunders reported that campus representatives provided an overview on two collaborative doctoral programs to the Education Policy Committee at its March 13th meeting. A number of questions were raised and some concern expressed that the State does not seem to be capable of serving groups of less than twenty-five, therefore, the Eastern Shore, western Maryland and northern Baltimore cannot have a doctoral program. In response to questions and concerns regarding underserved areas of the State, Dr. Sabatini followed up by exploring options for better service to those areas.

Dr. Sabatini reported that at the HEAT Center, with Morgan State University and Towson University, there will be a collaborative Ed.D program that will be launched in the fall of 2002. In Southern Maryland, Bowie State University and Towson University will collaborate and offer a combined certificate of advanced study and doctorate in an evening program that will start this summer. On the Eastern Shore, the University of Maryland Eastern Shore has developed a proposal for a doctorate in education for approval by the University System of Maryland and then the Maryland Higher Education Commission. The approval process should be completed soon and the Ed.D program will be offered in the fall of 2003 at Chesapeake College. Dr. Sabatini further reported that there has also been interest in the Columbia, Maryland area. Bowie State University and Towson University have concluded that they can collaborate to offer the Ed.D program in that area.

Commissioner Slowinski asked that Commission staff provide the Commissioners with enrollment figures on all collaborative programs to include gender and race. Commissioner Slowinski expressed concern with the doctorate degree in Baltimore City. He stated that he would like to know what the facts are with respect to the support Baltimore City public school personnel have for doctoral work at any institution, but specifically for out-of-state institutions, and Morgan's response to the needs of Baltimore City and the entire region with respect to weekend and part-time enrollments, as well as how we are reaching people who perhaps find it necessary to commute to Northern Virginia in order to have access to a doctoral program in education. Chairman Oliver responded that he believed that the Commission needs to have a measure of the effectiveness of these collaborative doctoral programs.

Overview of Maryland Private Career Schools

Commissioner Saunders reported that this item was provided for information only.

Maryland-Estonia Cooperation Update

Commissioner Saunders reported that this item was provided for information only.

Assessment of Teacher Education Programs

Commissioner Saunders introduced Dr. George Funaro, who was engaged by the Maryland Higher Education Commission and the Maryland State Department of Education to review the status of the State's Teacher Education Redesign. Commissioner Saunders reported that Dr. Funaro provided an overview of his findings, including recommendations to strengthen teacher education programs in Maryland, to the Education Policy Committee at its last meeting.

Dr. Funaro provided the Commission with a copy of the executive summary of the preliminary report, stating that this report is the third review of teacher education programs conducted under the auspices of the State Department of Education and the Maryland Higher Education Commission. The first report was conducted in 1995-1996, the second was conducted in 1997-1998, and the most recent in 2000-2001. Originally, eight institutions were involved and now twenty-two institutions have been reviewed.

Dr. Funaro stated that the purpose of the study was to review the balance between the academic coursework in teacher education programs and the professional component of the program, focusing particularly on the undergraduate level. In regard to the academic balance, comparing 2000-2001 to the academic year 1995-1996, there have been appreciably a few institutions that report any change in the balance. They have for the most part remained markedly the same during that six-year time period. What that points to is a problem in the balance that shows up in early childhood and elementary education where the bulk of the academic part of the program is comprised of general education requirements of an institution--anywhere between 40 and 46 semester hours of academic work supplemented by 6-10 additional hours (at some institutions as high as 15 additional hours) for approximately half of the total bachelor's program. The problem is that more of the academic courses are taken at the lower-division level. There is a very limited opportunity for upper-division content academic work in early childhood elementary education. Dr. Funaro noted the recommendations and suggestions contained in the executive summary of the preliminary report for strengthening teacher education.

Commissioner Saunders reported that it is recommended that the Maryland Higher Education Commission forward the final report to the K-16 Leadership Council and to the presidents and deans of education. It is further recommended that the Maryland Higher

Education Commission appoint a strategic planning work group to develop implementation strategies appropriate to the observations and recommendations contained in the final report. Commissioner Saunders moved for approval of the recommendation. Commissioner Emery seconded the motion and the motion carried unanimously. Commissioner Slowinski suggested that when the final report is sent out, that the Commission remind all parties that it supports teacher education and it is a central goal and priority of the Commission.

STATE PLAN GOAL 8: *Achieve a Cost-Effective and Accountable System of Delivering High-Quality Postsecondary Education*

Commission members were provided with written comments and supplemental material.

University System of Maryland

Dr. T. J. Bryan, Associate Vice Chancellor for Faculty Affairs and Academic Programs; Dr. Terry Hollander, Assistant Vice Chancellor of Academic Affairs and Director of Articulation; and Ms. Linda Vukovich, Director of Budget Analysis, provided an overview of the written testimony.

Dr. Bryan stated that the University System of Maryland is dedicated to developing a postsecondary education system that is of the highest quality, while at the same time, cost-efficient and accountable to the citizens of Maryland. The central importance of this effort to all the activities USM undertakes is reflected in the prominence given to this goal in USM's Strategic Plan, "The USM in 2010." Under Goal III of the Strategic Plan, USM has laid out several specific sub-goals that focus on the System's efforts to develop and promote high-quality, cost-effective, and accountable institutions, programs, and services. Dr. Bryan provided an overview of the sub-goals.

Dr. Hollander reported on the continuing initiatives undertaken over the past few years to improve student services and accessibility. This includes initiatives aimed at broadening access to transfer information, strengthening academic advising systems, and removing barriers that inhibit or delay students from continuing their education. Dr. Hollander also reported on collaborations engaged in by USM and its institutions.

Ms. Vukovich stated that as a result of the recent budget cuts, USM is faced with challenges for FY 2003. In reviewing projected revenue and expenditures through 2007, there is a basic dysfunction in the revenue expenditure outlook over the next four years that will need to be addressed. USM has attempted to maximize the State's investment through efficiency efforts and a variety of activities aimed at leveraging State resources and seeking out new areas of support. USM has worked closely with the Commission and the Department of Budget and Management to develop systems of accountability that accurately measure and reflect the progress of USM and its institutions in meeting the goals established, while demonstrating their commitment to being effective stewards of State and private resources.

Maryland Independent Colleges and Universities

Dr. Lynn Gangone, Vice President, Maryland Independent College and University Association, provided an overview of the efforts of the independent institutions in meeting the objectives of Goal 8 and commented on overarching themes in each objective and challenges associated with the objective, i.e., a free market approach to competitively vie for students; the academic program review process, articulation and transfer; accountability outcomes; and collaboration.

Morgan State University

Dr. Jay Chunn, Associate Vice President of Academic Affairs, stated that Morgan's mission statement notes within its context Morgan's commitment toward developing and promoting high-quality, cost-effective programs, and services. Morgan's mission is unique in that it provides a comprehensive array of programs and services to citizens and organizations within the Baltimore Metropolitan area, hence, avoiding unreasonable program duplication. The major components of Morgan's mission are to educate citizens from diverse academic and socio-economic backgrounds, conduct research with priority given to problems of the region and its residents, and provide cultural opportunities and program services for the public. Dr. Chunn commented on several challenges facing Morgan, i.e., dropout rates and the need for funding for tuition and tutorial assistance.

St. Mary's College of Maryland

Ms. Laurie Stickelmaier, Vice President for Business and Finance, provided background on the uniqueness of the college. Ms. Stickelmaier stated the college is very unique in its funding structure compared to other higher education institutions; however, the college competes with these institutions for students. St. Mary's is the most expensive public liberal arts college in the United States at this time. It is a residential learning community with 83 percent of its total population living on campus (93 percent of its freshmen live on campus). Enrollment increased by 19 percent last year and is at 1700 students, which is the largest population of students St. Mary's has ever had in its history. St. Mary's is anticipating an additional 50-70 students next fall and expects to have an FTE of 1780, and an FTE of 1850 by fall 2003. St. Mary's had a downturn in enrollment in 1999 at which time cost-saving initiatives were implemented while at the same time maintaining a high-quality education system. Eleven positions were eliminated and \$2 million, or 1.5 percent, was cut from its operating budget. In addition, DBM has targeted twelve positions to be cut in FY 2003. In response to the increasing demand for performance measurement and accountability, the college developed a quality profile group for peer comparison. The college will continue to improve its programs and services and enhance its revenue stream.

Maryland Association of Community Colleges

Dr. Stuart Bounds, President of Chesapeake College and Chair of the President's Group, stated that it is important to remember that the various institutions and the segments they represent constitute a system of higher education. Forty-seven percent of all undergraduates

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enrolled at a Maryland college or university attend a community college, and 30 percent of the 1997 bachelor's degree recipients from Maryland's public and independent campuses began at a community college. The significance of this point is that if we continue to look at higher education from institutional perspectives, we are not going to serve Maryland students very well. Higher education must address the issue of movement through our system of higher education and at the same time control the time-to-degree issue. Dr. Bounds further commented that Maryland's continued success in serving its citizens will be dependent not only on continued fiscal support but equally on collaboration among the segments, and among individual institutions, to make the most of available resources and to assure student mobility and access. It is critical that the Maryland Higher Education Commission have a role in supporting and sustaining institutional collaboration. Dr. Bounds provided a summary of the written testimony, to include challenges and concerns in meeting the objectives of Goal 8.

Maryland Association of Private Career Schools

No report.

Faculty Advisory Council

No report.

INFORMATION ITEMS

The following items were provided for information only: Report on Programs Reviewed from January 22, 2002 to March 15, 2002.

ADJOURNMENT

Chairman Oliver adjourned the meeting at 3:30 p.m.

John J. Oliver, Jr.
Chairman



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Kathleen Kennedy Townsend
Lt. Governor

John J. Oliver, Jr.
Chairman

Karen R. Johnson
Secretary of Higher Education

AGENDA ITEM SUMMARY

SUBJECT: FY 2004 Capital Budget Priorities

COMMITTEE: Finance Policy Committee

DATE OF COMMISSION MEETING: June 12, 2002 **STAFF:** Monica E. Randall

SUMMARY: Establishes fiscal 2004 capital budget priorities for the community colleges and the four-year public institutions.

RECOMMENDATION: It is recommended that the Maryland Higher Education Commission approve the FY 2004 Capital Budget Priorities for both two-year and four-year institutions.

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M E M O R A N D U M

DATE: June 12, 2002

TO: Maryland Higher Education Commission

FROM: Finance Policy Committee STAFF: Monica E. Randall

SUBJECT: FY 2004 Capital Budget Priorities

The statute creating the Maryland Higher Education Commission requires the Commission to develop guidelines to assess the adequacy of capital funding and make annual recommendations on the appropriate level of funding for higher education capital projects. As a result, the Commission annually establishes capital budget priorities, which provide a uniform framework within which individual capital project requests are recommended.

The capital budget priorities for fiscal 2004 remain unchanged from last year's priorities. Capital projects are ranked first by the Commission's eight priority categories and then further prioritized within each category by the types of facilities. Upon approval, the attached set of priorities will guide Commission staff in the evaluation of the FY 2004 capital budget requests and ultimately the Commission's annual capital budget recommendations to the Governor.

RECOMMENDATION: It is recommended that the Maryland Higher Education Commission approve the FY 2004 Capital Budget Priorities for both two-year and four-year institutions.

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MARYLAND HIGHER EDUCATION COMMISSION

CAPITAL BUDGET PRIORITIES

FY 2004

Each year the Maryland Higher Education Commission approves a set of priorities to guide in the evaluation of capital budget requests. All capital projects are placed into one of the priority categories. The Capital Budget Priority Categories provide the basic framework for evaluating and recommending projects. Under the priorities, projects are ranked first by the priority category and further by types of facilities.

Project Priority Categories ▼	Types of Facilities			
	Academic Facilities	Research Facilities	Support Facilities ¹	Regional Higher Education Centers
I) Life Safety	Facilities that support the instructional programs essential to the approved role and mission of the institution.	Research facilities consistent with the approved role and mission of the institution.	Administration, physical plant space, and other support services.	Facilities that include participation by more than one institution and offer an array of programs at multiple degree levels.
II) Legal Mandates				
III) Project Completions				
IV) Renovation or Renewal of Existing Projects				
V) Improvements to Utility & Basic Support Services				
VI) New Construction				
VII) Site Improvements				
VIII) Land Acquisition				
				Facilities that address workforce training needs or offer programs that lead to certification in a workforce skill.

¹ To the extent possible, institutions are encouraged to seek non-public financing for revenue-generating facilities such as student housing, parking, bookstores, athletic facilities, and dining services.



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AGENDA ITEM SUMMARY

SUBJECT: Name Change for the State Scholarship Administration

COMMITTEE: Finance Policy Committee

DATE OF COMMISSION MEETING: June 12, 2002

STAFF: Janice Doyle

SUMMARY: Changes the name of the State Scholarship Administration to the Office of Student Financial Assistance. Removes all references to the State Scholarship Administration and replaces them with Office of Student Financial Assistance.

RECOMMENDATION: It is recommended that the Maryland Higher Education Commission approve the name change in the guidelines for all State grants and scholarships.

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MEMORANDUM

DATE: June 12, 2002

TO: Maryland Higher Education Commission

FROM: Finance Policy Committee

STAFF: Janice Doyle

SUBJECT: Name Change for the State Scholarship Administration

Senate Bill 453 was passed during the 2002 Maryland Legislative Session. This legislation changed the name of the State Scholarship Administration to the Office of Student Financial Assistance. Upon approval by the Commission, the Office of Student Financial Assistance will review all of the guidelines for all of the programs and remove all references to the State Scholarship Administration and replace them with the name of the Office of Student Financial Assistance.

RECOMMENDATION: It is recommended that the Maryland Higher Education Commission approve the name change in the guidelines for all State grants and scholarships.



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AGENDA ITEM SUMMARY

SUBJECT: Guidelines for the General Rules and Definitions for the Student Financial Assistance Programs

COMMITTEE: Finance Policy Committee

DATE OF COMMISSION MEETING: June 12, 2002

STAFF: Janice Doyle

SUMMARY: Allows a student to hold any state grant or scholarship simultaneously as long as all eligibility requirements are met for each program and total of all scholarships and grants does not exceed the student's total cost of education.

RECOMMENDATION: It is recommended that the Maryland Higher Education Commission approve the changes to guidelines for the Rules and Definitions for the Student Financial Assistance Programs.

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MARYLAND HIGHER EDUCATION COMMISSION

~~STATE SCHOLARSHIP ADMINISTRATION~~
OFFICE OF STUDENT FINANCIAL ASSISTANCE

GUIDELINES

FOR

STUDENT FINANCIAL ASSISTANCE PROGRAMS

APPROVED: JUNE 12, 1997
REVISED AND SUBMITTED: JUNE 2002

APPROVED: June 12, 1997
REVISED AND SUBMITTED: June 2002

MARYLAND HIGHER EDUCATION COMMISSION
~~State Scholarship Administration~~
Office of Student Financial Assistance

Guidelines for Student Financial Assistance Programs

AUTHORITY

These guidelines are provided to establish general rules and definitions for all student assistance programs administered by the ~~State Scholarship Administration~~ Office of Student Financial Assistance Title 18 of the Education Article, Annotated Code of Maryland and to clarify the intent of pertinent federal general provisions governing student assistance program administration under federal Title IV in the Higher Education Act of 1965, as amended (20 U.S.C. §1070a-1-6).

A. PURPOSE

The ~~State Scholarship Administration~~ Office of Student Financial Assistance shall have the following purposes:

1. to administer the scholarship and tuition assistance programs under Title 18;
2. to issue and disseminate public information about these scholarship programs;
3. to regulate the form and submission of applications for scholarship and tuition assistance under this title;
4. to analyze the financial need of each applicant for a scholarship for which need is a consideration, utilizing a uniform method;
5. to establish criteria for selection of recipients according to statutory requirements;
and
6. to administer federal programs of scholarships or grants to students or institutions.

B. DEFINITIONS

The following terms have the meanings indicated.

1. "Academic year" means a period of time in which a full-time student is expected to complete the eligible institution's requirement of academic progress of at least:
 - a. Two semesters, two trimesters, or three quarters; or
 - b. Nine hundred clock hours.
2. ~~"Administration"~~ ~~"Office"~~ or ~~"SSA"~~ ~~"OSFA"~~ means the administrative department of the Maryland Higher Education Commission which manages the State Scholarship ~~Administration financial aid~~ programs.
3. "Clock hour" means the equivalent of at least 50 minutes in a:
 - a. Class, lecture or recitation; or
 - b. Faculty supervised laboratory, shop training, or internship.
4. "Commission" means the Maryland Higher Education Commission.
5. "Competitive examination" means the SAT I or the ACT .
6. "Cost of attendance" means reasonable educational expenses as calculated by the ~~Administration~~ ~~OSFA~~ which may include tuition and fees, books and supplies, room and board or living expenses, miscellaneous personal expenses, and transportation costs for the academic period of aid application.
7. "Dependent student" means, in general, a student who is financially dependent upon his or her parents or other individuals. For State need-based scholarship programs, the official definition for dependent student shall be the one listed under 34 CFR Part 668, Section 668.2.
8. "Eligible institution" means an institution of post-secondary education in this State that possesses a Certificate of Approval from the Commission.
9. "Eligible noncitizen" means a person who is not a citizen of the United States but who meets the criteria specified under 34 CFR Part 668, Section 668.33 (a) (2).
10. "Eligible student" means any student enrolled or accepted for enrollment at an institution of postsecondary education, meeting the criteria established under the individual program requirements in Education Article, Title 18.
11. "Employment verification" means written documentation from an employer that a recipient of a grant or loan repayment assistance is performing work in a field which the recipient is required to perform as a condition of receiving the grant or loan repayment assistance.

12. "Enrolled" means the status of a student who has completed the registration requirements except for payment of tuition and fees at the institution that the student is attending.
13. "Executive Director" means the chief administrative officer of the Administration OSEA appointed by the State Secretary of Higher Education.
14. "Expected family contribution" means the amount an applicant and his or her spouse and family are expected to contribute toward the applicant's cost of attendance as described in Part F of Title IV of the Higher Education Act which is hereby incorporated by reference.
15. "Financial need" means the difference between the applicant's cost of attendance and the applicant's expected family contribution.
16. "Fiscal year" means the period from July 1 through June 30 each year.
17. "Full-time" means an academic workload which is equal to or exceeds one of the following minimum requirements:
 - a. Twelve semester or trimester hours per semester or trimester, twelve quarter hours per quarter or eighteen clock hours per week of undergraduate level coursework; or
 - b. Nine semester hours of graduate level coursework, carried by a student during a standard term or semester as defined by the eligible postsecondary education institution in which the student is enrolled.
18. "Full-time employment" means a minimum of 35 hours per week of regularly scheduled employment.
19. "Full-time equivalency" means enrollment in classroom, lab, clinic, practicum, or other academic courses which equal or exceed 180 clock hours per semester.
20. "Grade point average" means the average of the points assigned to a scholarship applicant's grades received in prior secondary and/or postsecondary educational courses.
21. "Graduate student" means a student who is enrolled in an academic program of study above the baccalaureate level leading to a post-baccalaureate certificate, certificate of advanced graduate study, master's degree or doctoral degree in an institution of higher education.

22. "Guaranteed promissory note" means a written contract obligating a recipient to repay the funds received if the recipient does not fulfill the service obligation which was a condition of the recipient's scholarship or grant award. The contract requires that a second party agree to repay the funds if the recipient neither performs the service obligation nor repays the funds.
23. "Guardian" means a person appointed as such by a court order recognized under the law of the State of Maryland.
24. "Independent student" means in general, a self-supporting student who is not financially dependent on his or her parents or any other individual. For State need-based programs, the official definition of independent student shall be the one listed under 34 CFR Part 668, Section 668.2.
25. "Initial award" means the first offer of financial assistance extended to an eligible applicant by the ~~State Scholarship Administration Office of Student Financial Assistance~~.
26. "Legislative district" means one of the legally established Maryland election districts.
27. "Mandatory fees" means the required charges, in addition to tuition, assessed by a institution of postsecondary education to its students during each semester or other period of enrollment specified by the institution.
28. "Maryland resident" means any student meeting the criteria of the ~~State Scholarship Administration Office of Student Financial Assistance~~ listed under section D of this guideline.
29. "Matriculated status" means the student is admitted as a recognized candidate for an appropriate degree, diploma, or certificate at an eligible institution of postsecondary education.
30. "Merit rank" means a ranking system, based on the applicant's scores from either the SAT I or the ACT examination which is used to determine an applicant's priority for an Educational Assistance Grant.
31. "Out-of-state school" means an accredited institution of postsecondary education located in the District of Columbia or in a state other than Maryland.
32. "Parent" means a student's natural or adoptive mother or father or legal guardian appointed by the court who is directed by the court to use his or her own resources to support the student.

33. "Part-time" means an academic workload which is less than "full-time" as defined in B. 17 of this guideline and equivalent to at least 6 semester or trimester hours per semester or trimester, 6 quarter hours per quarter or 9 clock hours per week of undergraduate or graduate level coursework.
34. "Permanent residence" means a person's permanent place of abode, as defined in section D. 3.
35. "Professional student" means a student who is enrolled in an academic program of study above the baccalaureate level in an institution of higher education leading to a degree or certificate for becoming a practitioner in a field including, but not limited to, law, medicine, dentistry, pharmacy, or nursing.
36. "Promissory Note" means a written contract obligating a recipient to repay the funds if the recipient does not fulfill the service obligation which was a condition of the recipient's scholarship or grant award.
37. "Reciprocity" means an agreement between Maryland and designated states to exchange student assistance funds in support of Maryland students attending out-of-state schools and other students attending Maryland institutions of postsecondary education.
38. "Satisfactory academic progress" means a standard of minimum academic performance established by the institution of postsecondary education where the student is enrolled.
39. "Spouse" means a partner in a legally contracted marriage recognized under Maryland law.
40. "State" means the geographic area and political entity known as the State of Maryland.
41. "Student" means any person who has applied to attend, is attending or has attended an institution of postsecondary education.
42. "Support" means financial or material support, including gifts, services, trusts, and income or benefits derived from one's family.
43. "TFC rank" means a ranking system used to determine an applicant's priority for an Educational Assistance Grant based on the applicant's expected family contribution.
44. "Undergraduate" means a student who is enrolled in an academic program of study in an institution of higher education at or below the baccalaureate level

leading to either a certificate, nursing diploma, associate's degree or bachelor's degree.

45. "U. S. citizen" means one who under the Constitution and laws of the United States is a native-born or naturalized citizen of the United States of America.
46. "Verification" means the procedures implemented by the Administration to validate the eligibility of applicants for student assistance awarded based on financial need.

C. STUDENT APPLICANT ELIGIBILITY REQUIREMENTS

Eligibility for ~~Administration-OSEA~~ programs varies by individual program. Unless otherwise stated in the individual program description, the following list of criteria is required for all ~~Administration-OSEA~~ programs.

To qualify for ~~Administration-OSEA~~ programs, the applicant shall:

1. maintain Maryland residence status as defined under section D of this guideline;
2. be enrolled or accepted for admission in an institution of postsecondary education or out-of-state school as defined in sections B. 8 and B. 31 of this guideline;
3. maintain the satisfactory academic progress standards of the institution of postsecondary education in which the student is enrolled;
4. complete an official application as required by the particular scholarship program.

D. MARYLAND RESIDENCY REQUIREMENTS

This policy applies to all ~~Administration-OSEA~~ scholarship and grant programs which require Maryland residence as a condition of receiving financial assistance. This policy is not intended to displace, supersede or affect in any manner other definitions of residency used by any institution or agency for any other purpose and it applies only to ~~Administration~~ programs.

1. Required Period of Residency

Applicants shall establish that they have been residents of the State of Maryland for the required time frame as specified below. The required time frames are based upon the type of institution the student will be attending and are for the period immediately preceding the first day of class for the first session in which the student would receive a State scholarship award.

- a. Students enrolling in public four-year colleges and universities must have established Maryland residence for a period of 12 months preceding the first day of class for the first session in which the student would receive a State scholarship award.
- b. Students enrolling in public community colleges must have established Maryland residence for a period of 3 months preceding the first day of class for the first session in which the student would receive a State scholarship award.
- c. Students enrolling in independent colleges and universities must have established Maryland residence for a period of 12 months preceding the first day of class for the first session in which the student would receive a State scholarship award.
- d. Students enrolling in private career schools must have established Maryland residence for a period of 3 months preceding the first day of class for the first session in which the student would receive a State scholarship award.
- e. Students enrolling in out-of-state schools shall establish residency for a period of time equal to the required time frame for a comparable institution of postsecondary education within the State.

2. General Criteria

Recipients of Maryland State scholarships will be considered as Maryland residents if one of the following criteria are met:

- a. the student is dependent upon a parent(s) or spouse who has maintained a permanent residence in Maryland for the required period of residency described in section D of this guideline.
- b. the student is independent and has maintained a permanent residence in Maryland for the required period of residency described in section D of this guideline.
- c. the student is a full-time active member of the Armed Forces of the United States who is stationed in the State of Maryland or whose home of residency is Maryland.
- d. the student is a dependent spouse or dependent child of a full-time active member of the Armed Forces of the United States who is stationed in the State of Maryland or whose home of residency is Maryland.

3. Permanent Residence

In determining if permanent residence has been established in Maryland, the following criteria shall be taken into consideration. The applicable criteria must be met for the required period of residency as described in section D of this guideline. The criteria are as follows:

- a. owns or rents and occupies living quarters in Maryland;
- b. maintains within Maryland substantially all personal property;
- c. pays Maryland income tax on all earned taxable income including all taxable income earned outside the State;
- d. registers all owned motor vehicles in Maryland in accordance with Maryland law;
- e. possesses a valid Maryland driver's license, if licensed, in accordance with Maryland law;
- f. is registered to vote in Maryland, if registered to vote; and
- g. receives no public assistance from a state other than the State of Maryland or from a city, county or municipal agency other than one in Maryland.

4. Appeal

A student may appeal a denial of Maryland residency under the appeal mechanism defined in section F of this guideline.

5. Change of Status

Maryland residency status is lost at any time that an independent student, or the parent or spouse through whom a dependent student has attained Maryland residency status, establishes a domicile outside the State. The student shall be considered an out-of-State student in the first academic term, trimester, or semester after the out-of-State move occurs.

E. PROFESSIONAL JUDGMENT

The Executive Director of the ~~State Scholarship Administration Office of Student Financial Assistance~~ or the Executive Director's designee may make necessary adjustments to a student's eligibility for a State scholarship award on the basis of adequate written documentation of extenuating circumstances-stances.

F. APPEAL PROCEDURES

1. Appeals of decisions of ineligibility or revocation of State scholarship awards are made to the Executive Director of the State Scholarship Administration Office of Student Financial Assistance. All appeals must:
 - a. be in writing;
 - b. be submitted within 30 days of notice of ineligibility or cancellation of award; and
 - c. detail reasons and/or circumstances that would justify reversal of the original decision, including all appropriate documentation.
2. The Executive Director will review each case and make a decision based on the written materials submitted no later than forty-five (45) days after receiving the appeal. The student will be notified in writing of the Executive Director's decision. All decisions of the Executive Director are final.

G. HOLDING MULTIPLE STATE GRANTS AND SCHOLARSHIPS

A student may hold any State grant or scholarship issued under Title 18 with any other issued under this title as long as:

1. eligibility requirements are met for each scholarship and grant received; and
2. the total of all scholarships and grants doest not exceed:
 - a. the student's total cost of education as certified by the institution the student is attending; and
 - b. the equivalent annual expenses of a full-time resident undergraduate at the 4-year public institution of higher education within the University System of Maryland, other than the University of Maryland University College and the University of Maryland, Baltimore, with the highest annual expenses for a full-time resident undergraduate.



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AGENDA ITEM SUMMARY

SUBJECT: Guidelines for the Loan Assistance Repayment Program

COMMITTEE: Finance Policy Committee

DATE OF COMMISSION MEETING: June 12, 2002

STAFF: Janice Doyle

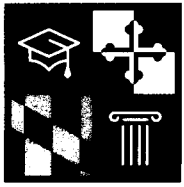
SUMMARY: Establishes a pilot program to provide an early commitment for a Loan Assistance Repayment Program (LARP) award to students in their third year of law school.

RECOMMENDATION: It is recommended that the Maryland Higher Education Commission approve the changes to guidelines for the Janet L. Hoffman Loan Assistance Repayment Program.

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MEMORANDUM

DATE: June 12, 2002

TO: Maryland Higher Education Commission

FROM: Finance Policy Committee

STAFF: Janice Doyle

SUBJECT: Guidelines for the Loan Assistance Repayment Program

The Janet L. Hoffman Loan Assistance Repayment Program (LARP) provides assistance in repaying education loans for individuals who work in government and non-profit organizations providing professional service in fields in which there is a shortage of qualified practitioners to low income or underserved residents or areas of the State.

Under the current guidelines for the program, individuals apply for an award after they have received an undergraduate, graduate or professional degree from a college or university located in Maryland or a school of law, and obtained full-time employment with an eligible employer in the state.

The attached changes to the LARP guidelines establish a pilot program to provide an early commitment for a LARP award to students in their third year of law school. Based on information from staff and students at Maryland law schools, students are frequently recruited for a professional position as an attorney while still in their 3rd year of law school. The purpose of the change is to provide early notification of LARP awards to encourage these students to consider lower paying positions in the public sector.

RECOMMENDATION: It is recommended that the Maryland Higher Education Commission approve the changes to guidelines for the Janet L. Hoffman Loan Assistance Repayment Program.

MARYLAND HIGHER EDUCATION COMMISSION

~~STATE SCHOLARSHIP ADMINISTRATION~~
OFFICE OF STUDENT FINANCIAL ASSISTANCE

GUIDELINES

FOR THE

JANET L. HOFFMAN LOAN ASSISTANCE REPAYMENT PROGRAM

APPROVED: OCTOBER 14, 1997
REVISED & SUBMITTED: JUNE 2002

APPROVED: October 14, 1997
REVISED & SUBMITTED: June 2002

MARYLAND HIGHER EDUCATION COMMISSION
~~State Scholarship Administration~~
Office of Student Financial Assistance

Guidelines for the Janet L. Hoffman Loan Assistance Repayment Program

AUTHORITY

The Janet L. Hoffman Loan Assistance Repayment Program was enacted into law by the Maryland General Assembly in 1988 and amended in 1994. Under law (Annotated Code of Maryland – Education Article – 18-1501 through 18-1505), the ~~State Scholarship Administration~~ Office of Student Financial Assistance has the authority to establish regulations for the administration of the Program.

A. PURPOSE

The Janet L. Hoffman Loan Assistance Repayment Program is designed to attract qualified individuals to fields of employment in government and the non-profit sector, particularly those in which there are critical manpower shortages in the State and lower salaries than in the private sector. The program is established to help participants reduce the amount of indebtedness created by the cost of higher education through assisting in the repayment of educational loans.

B. ELIGIBILITY

To be eligible for repayment assistance, an individual must have received an undergraduate, graduate or professional degree from a college or university located in Maryland or a school of law. Applicants must have obtained full-time employment with an eligible employer in the State. Eligible employers are defined as the State, local governments, and organizations, institutions, associations, societies, and corporations that are tax exempt under 501(C)3 or (4) of the Internal Revenue Code of 1986, i.e., non-profits. Eligible employment does not include being employed as a judicial clerk in any court.

To be eligible for repayment assistance, an individual must not be in default on any higher education loan. Loans eligible for repayment assistance are any loans for undergraduate or graduate study obtained for tuition, educational expenses, or living expenses from a college, university government or commercial source.

To be eligible for repayment assistance, an individual's annual gross salary from eligible employment may not exceed \$50,000. If the applicant is married, combined adjusted gross income may not exceed \$110,000. Eligible income levels will be adjusted annually as necessary.

C. APPLICATION PROCEDURES

1. Regular Application Procedures

Completion of a program application form is necessary for consideration for participation. Applications are available from the ~~State-Scholarship Administration~~ Office of Student Financial Assistance or from college and university financial aid offices. An applicant must provide:

- a. A completed application;
- b. Copies of the applicant's most recent Maryland tax return;
- c. Proof of graduation from a college or university in Maryland; or a school of law;
- d. A statement from an eligible employer confirming the nature of the job, length of employment, full-time status and annual salary; and
- e. Current repayment data on all educational loans.

Applications must be received between June 1 and September 30 of each year. Award decisions will be announced in October of each year. Late applications will be accepted and considered if funds are available.

Recipients are given priority for renewal of an award for a second year as long as the recipient continues to meet the eligibility requirements. Recipients may reapply for assistance after the second year but are not given renewal priority.

2. Pre-graduation Application Procedures for Law Students

Law students attending the University of Maryland Baltimore and University of Baltimore Schools of Law that are in their third and final year of school may apply for the Loan Assistance Repayment Program and be pre-approved for a LARP award if they meet all eligibility requirements.

- a. A pre-graduation application must be submitted and may be obtained from the Office of Student Financial Assistance or the Financial Aid Office at the University of Maryland Baltimore-School of Law or the University of Baltimore-School of Law.

- b. The pre-graduation application will be available in September and may be submitted any time during the last year before graduation up to May 1st.
- c. Verification of an employment offer must be forwarded to the Office of Student Financial Assistance as soon as received by the student.
- d. A general application, available in June, must also be completed and submitted with all supporting documents by September 30.

D. SELECTION OF RECIPIENTS

1. Regular Application Process

All applicants who apply by the September 30 deadline and meet the eligibility requirements as established in Section B. will be considered for awards. Priority for participation in the program will be given to an individual who:

- a. graduated from an institution of higher education in the last three years;
- b. is a resident of Maryland;
- c. is employed on a full-time basis; and
- d. provides, as the principal part of the individual's employment, legal services, nursing services, or other services in an eligible field of employment in which there is a shortage of qualified practitioners to low income or underserved residents or areas of the State.

Priority fields of employment established by law are legal services and nursing services. The ~~State Scholarship Administration~~ Office of Student Financial Assistance shall review and establish additional priority fields of employment on an annual basis.

2. Pre-Graduation Law Students

Five students will be selected for an award on the basis of a pre-employment offer from an eligible employer in Maryland. The first five eligible students to send the Office of Student Financial Assistance verification of their employment offer will be pre-approved for the award. All pre-award applicants will be notified of their pre-award status via e-mail within five (5) working days after the receipt of their employment offer.

All other applicants will be considered in the general applicant pool. Award amounts vary and may not exceed \$7,500 per year. Recipients are given priority for renewal of an award for the following year provided they re-submit an application by the September 30 deadline and continue to meet all eligibility requirements. Deadlines for the Pre-Graduation option are:

May 1 – Pre-Graduation Application

ASAP – Employment Offer

September 30 – Loan Assistance Repayment Application with all required documentation

E. AWARDING PROCEDURES

Eligible applicants employed in priority fields will be grouped according to the field; the number of awards will be evenly distributed among priority fields. Within priority fields, individuals will be ranked according to the highest annual loan debt-to-income ratio. Under circumstances in which individuals have identical debt-to-income ratios, lowest income will be used as the determining factor.

If available, remaining funds will be distributed to other eligible applicants in a similar manner.

Eligible individuals who apply after the September 30 deadline will be considered for awards if funds are available.

F. AWARD CALCULATION

Awards will be calculated on an annual basis. The annual award amount is calculated using the following formula:

$$\begin{aligned}\text{Annual Award Amount} &= \text{Total Annual Loan payments} - \text{Applicant's Contribution} \\ \text{Applicant's Contribution} &= \text{Adjusted Salary} \times \text{Fixed Percent Contribution} \\ \text{Adjusted Salary} &= \text{Applicant's Salary} - \text{Dependent Allowance}\end{aligned}$$

The Dependent Allowance is \$3,600 per dependent child under the age of 18.

Applicant's Contribution is calculated using the formula listed below:

Applicant's Adjusted Salary

Fixed Percent of Salary

Below - \$20,000
\$20,001 - \$25,000
\$25,001 - \$30,000

0% of Salary
2% of Salary
3% of Salary

\$30,001 - \$35,000	4 % of Salary
\$35,001 - \$40,000	5 % of Salary
\$40,001 - \$45,000	6 % of Salary
\$45,001 - \$50,000	7 % of Salary

Applicants renewing a Loan Assistance Repayment Program award are given first priority. Remaining funds are then allocated to new applicants.

Awards may not exceed \$7,500 per year.

G. OBLIGATION OF AWARD RECIPIENTS

Recipients are responsible for:

1. Verifying eligible employment and salary level initially and after six months of each year in the program;
2. Maintaining a current status on all educational debt;
3. Submitting a copy of their Maryland tax returns for any year during which an award is received; and
4. Notifying the ~~State Scholarship Administration~~ Office of Student Financial Assistance and the lending institutions of any changes in employment status and/or salary level that would change their award amount or make them ineligible for an award.

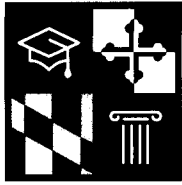
H. PAYMENT

The Commission issues checks co-payable to a Loan Assistance Repayment Program recipient and to the holder(s) of the Loan Assistance Repayment Program recipient's eligible higher education loans. The responsibility rests with the LARP recipient to endorse and forward the check(s) to the holder(s).

The award is paid in two installments. After receiving verification of eligible employment, payments are made in December and in March.

I. ANNUAL REPORT

The ~~State Scholarship Administration~~ Office of Student Financial Assistance is required to submit an annual statement by January 1 of each year to the General Assembly on the implementation of the Loan Assistance Repayment Program.



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AGENDA ITEM SUMMARY

SUBJECT: Guidelines for the Maryland HOPE, the Maryland Teacher and the Maryland Science and Technology Scholarship Programs

COMMITTEE: Finance Policy Committee

DATE OF COMMISSION MEETING: June 12, 2002

STAFF: Janice Doyle

SUMMARY: Modifies the methodology for calculating grade point averages for students under the HOPE, the Maryland Teacher, and the Maryland Science and Technology programs.

RECOMMENDATION: It is recommended that the Maryland Higher Education Commission approve the changes to guidelines for the Maryland HOPE, Maryland Teacher, and the Maryland Science and Technology Scholarship Programs.

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Secretary of Higher Education

MEMORANDUM

DATE: June 12, 2002

TO: Maryland Higher Education Commission

FROM: Finance Policy Committee STAFF: Janice Doyle

SUBJECT: Guidelines for the Maryland HOPE, the Maryland Teacher and the Maryland Science and Technology Scholarship Programs

House Bill 316 was passed during the 2002 Maryland Legislative Session. This legislation modified the methodology for calculating grade point averages for students under the HOPE, the Maryland Teacher and the Maryland Science and Technology programs. The new method eliminates the re-calculation of the GPA based on core curriculum and instead uses the students overall GPA.

Senate Bill 734 established that a student enrolled as a part-time undergraduate may be eligible to receive the Maryland Teacher award.

The attached guidelines reflect the changes required under the legislation that was passed.

RECOMMENDATION: It is recommended that the Maryland Higher Education approve the changes to guidelines for the Maryland HOPE, Maryland Teacher and the Maryland Science and Technology Scholarship Programs.

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MARYLAND HIGHER EDUCATION COMMISSION

~~STATE SCHOLARSHIP ADMINISTRATION~~
OFFICE OF STUDENT FINANCIAL ASSISTANCE

GUIDELINES

FOR THE

MARYLAND HOPE SCHOLARSHIP

APPROVED: SEPTEMBER 21, 1999
REVISED & SUBMITTED: JUNE 2002

APPROVED: SEPTEMBER 21, 1999
REVISED & SUBMITTED: JUNE 2002

MARYLAND HIGHER EDUCATION COMMISSION
~~State Scholarship Administration~~
Office of Student Financial Assistance

Guidelines for the
Maryland HOPE Scholarship

AUTHORITY

The Maryland HOPE Scholarship program was enacted into law by the Maryland General Assembly (Annotated Code of Maryland - Education Article Section 18-2301) in 1999. Under law (Annotated Code of Maryland - Education Article Section 18-204), the Maryland Higher Education Commission has the authority to establish regulations for the administration of this program.

A. PURPOSE

The purpose of the Maryland HOPE Scholarship is to assist in meeting the State's need for well trained and highly skilled workers in program or career shortage areas. Students who perform well academically in high school and agree to work full-time in Maryland qualify for scholarship assistance.

B. ELIGIBILITY

To be eligible for assistance under the Maryland HOPE Scholarship program, an applicant must meet the following general requirements:

1. be a Maryland resident;
2. be a U.S. citizen or eligible noncitizen;
3. be in the senior year of high school at the time of application;
4.
 - a. have an un-weighted cumulative grade point average of at least 3.0 on a 4.0 scale or its equivalent in core curriculum courses after the completion of the first semester of the senior year;
 - b. beginning in academic year 2003-2004 have an overall grade point average of at least 3.0 on a 4.0 scale or its equivalent after the completion of the first semester of the senior year.

5. intend to enroll as a full-time student in an eligible academic program;
6. graduate from a secondary school in Maryland;
7. be accepted for admission in a regular undergraduate program at a Maryland higher education institution;
8. begin college within 2 years of completing high school;
9. have an annual total family income of \$95,000 or below;
10. submit a completed Maryland HOPE Scholarship application to the State Scholarship Administration by March 1;
11. file the Free Application for Federal Student Aid by March 1; and
12. agree to perform the required service or repay the State if the service obligation is not performed.

C. APPLICATION PROCESS

Students must apply for a HOPE Scholarship by completing the application form provided by the ~~State Scholarship Administration~~ Office of Student Financial Assistance, and filing by March 1. Applications completed by students will be submitted to the ~~State Scholarship Administration~~ Office of Student Financial Assistance by the designated high school official. The high school will provide for each applicant an official high school transcript reflecting high school grades through the first semester of the senior year and a grade point average ~~in core curriculum courses~~ calculated according to directions provided by the ~~State Scholarship Administration~~ Office of Student Financial Assistance. Applications must be received by the ~~State Scholarship Administration~~ Office of Student Financial Assistance by March 1.

D. ELIGIBLE ACADEMIC PROGRAMS

The Maryland Higher Education Commission shall annually, by July 1, establish a list of academic programs eligible for the Maryland HOPE Scholarship Program. This priority list shall be created in consultation with the appropriate advisory boards of the Commission, the Department of Business and Economic Development, and representatives of higher education and private industry.

In any year in which an area is determined by the Commission to no longer be an area of critical shortage, no additional new awards will be made in that area. Awards will be renewed for qualified students who received an initial award prior to this determination.

E. AWARD AMOUNT

The award amount will be \$3,000 annually for students enrolled at 4-year higher education institutions and \$1,000 annually for students enrolled at 2-year higher education institutions. The scholarship can only be used for tuition and mandatory fees.

A student transferring from a 2-year eligible institution to a 4-year eligible institution may receive an annual award of \$3,000, once the student is enrolled at the 4-year eligible institution.

F. SELECTION OF RECIPIENTS

Eligible applicants will be placed in rank order on the basis of cumulative grade point average ~~in core curriculum courses~~. The grade point average is calculated on a 4.0 scale. Courses are not weighted based on degree of difficulty and values for plus or minus grades are not used. If letter grades are not reported by a school, a letter grade will be assigned to each numeric interval the school uses and a grade point average on a 4.0 scale will be computed. Recipients will be selected based on a statewide ranking of the student's cumulative grade point average, beginning with the highest grade point average, up to the total amount that has been appropriated for the program.

G. AWARD NOTIFICATION

Recipients will be notified in writing of the scholarship award. In order to accept an award, the recipient must provide written acceptance of the award and must sign a ~~guaranteed~~-promissory note and submit both to the ~~State Scholarship Administration~~ Office of Student Financial Assistance by the date specified in the award notice.

H. RENEWAL AND CONTINUATION

A HOPE Scholarship may be renewed if the recipient:

1. remains a resident of the State of Maryland;
2. remains enrolled in an eligible institution;
3. remains enrolled in an eligible academic program;
4. remains enrolled as a full-time student for each semester;

5. maintains a minimum 3.0 cumulative grade point average;
6. makes satisfactory academic progress towards a degree according to the institutions standards; and
7. maintains the standards of the institution.

If meeting the above eligibility requirements, an award for a student enrolled in an associate degree program may be renewed on an annual basis for 1 year and an award for a student enrolled in a baccalaureate degree program may be renewed on an annual basis for 3 years. If a student is enrolled in a baccalaureate degree program that, as determined by the institution, requires 5 years to complete, an award may be renewed for 4 years if the recipient meets all other eligibility requirements.

A student transferring from one institution to another can continue to receive the award as long as they meet all of the eligibility requirements.

A student transferring from a 2-year eligible institution to a 4-year eligible institution may hold the award for a total of 5 years, including the years at both the 2-year and 4-year higher education institution, as long as all of the eligibility requirements are met.

Following the spring semester, the State Scholarship Administration Office of Student Financial Assistance will request the postsecondary institution to provide a certified cumulative grade point average for the academic year for the HOPE Scholarship recipients attending that institution. The grade point average will be computed using the procedures in use by the institution. The institution's calculation of the grade average is final. The Scholarship Administration does not round any reported grade point averages. If the reported calculation is below a 3.0, the recipient's HOPE Scholarship will not be renewed. The Scholarship Administration also may ask the school to verify the recipient's grade point average by submitting an official transcript.

If the institution cannot compute a grade point average for the academic year, it must submit a grade point average for each semester the student was enrolled during the academic year. If either semester average is below a 3.0, the college must report the number of hours attempted and the number of hours completed for the semesters in which the student is enrolled, along with the most recent cumulative grade point average achieved.

A recipient whose award has been canceled may request reinstatement of the scholarship if the academic performance in summer school immediately following the academic year for which the scholarship was received raises the grade point average to 3.0 or above.

A recipient whose award has been canceled may request reinstatement of the scholarship after the student's grade point average for the subsequent academic year is once

again 3.0 or higher. If the student fails for a second time to maintain a grade point average of 3.0, the award is canceled and may not be reinstated.

I. REVOCATION OF AWARD

The Maryland HOPE Scholarship is canceled if the student:

1. ceases to be a Maryland resident;
2. fails to enroll at a Maryland higher education institution in an eligible program;
3. fails to enroll as a full-time student and takes less than 12 credit hours each semester or its equivalent;
4. does not earn a 3.0 annual grade point average;
5. fails to make satisfactory academic progress towards a degree; or
6. fails to maintain the standards of the institution.

J. PAYMENT

Each semester, eligible institutions shall certify on billing rosters provided by the ~~State Scholarship Administration~~ Office of Student Financial Assistance that the recipient:

1. is a Maryland resident;
2. is enrolled in an eligible academic program;
3. is enrolled for 12 or more hours as an undergraduate student; and
4. is making satisfactory academic progress towards a degree; and
5. maintains the standards of the institution.

K. SERVICE OBLIGATION

Recipients are required to begin employment in the State within one year after completion of undergraduate studies. The recipient is required to perform the service obligation for one year for each year that the recipient received a scholarship. On the forms provided by the ~~State Scholarship Administration~~ Office of Student Financial Assistance, the employing or contracting agency or approved employer must certify annually that the recipient is performing the service requirement in the manner prescribed.

The service obligation begins after graduation and cannot be fulfilled prior to graduation.

L. REPAYMENT

A recipient will be required to repay the State if the recipient:

1. has the award revoked;
2. fails to receive the appropriate degree;
3. fails to complete the annual questionnaire on performance of service obligation;
4. fails to perform the service obligation for the required amount of time; or
5. otherwise fails to carry out the obligations of the scholarship.

Interest on the funds advanced is an interest rate equal to and matching the interest rate established by the United States Department of Education for the Federal Stafford Loan on the first day of July of each year (enacted by the Maryland General Assembly October 1, 2000), with interest not accruing prior to notification to the Commission of a recipient's graduation or termination from an institution of higher education. Repayment of the grant is waived at the rate of one academic year for each calendar year the recipient performs the service obligation. The repayment schedule is established by the ~~State Scholarship Administration~~ Office of Student Financial Assistance, and payment must be completed within 6 years after repayment begins.

M. DEFERMENT OR WAIVER OF THE SERVICE OBLIGATION AND REPAYMENT

1. It is the intention of the ~~State Scholarship Administration (SSA)~~ Office of Student Financial Assistance (OFSA) that the recipient will seek employment aggressively in all regions of the State in which eligible employment opportunities exist in the eligible fields.

A recipient may receive a deferment during the time the recipient is:

- a. on a temporary leave of absence approved by the employer or the ~~SSA~~ OFSA from full-time employment in the required employment field;
- b. temporarily totally disabled, for a period not to exceed three years;

- c. unable to secure employment for a period not to exceed twelve months by reason of the care required by a spouse or child who is disabled; or
- d. seeking and unable to find the required employment for a single period not to exceed 12 months.

The total number of years a recipient may receive a deferment cannot exceed two.

2. To qualify for any of the deferments a recipient shall notify the State ~~Scholarship Administration~~ Office of Student Financial Assistance, and the Central Collection Unit if the repayment period has begun, of the recipient's claim for the deferment and provide supporting documentation. Such documentation shall consist of:

- a. certification by the college's office of the registrar if the recipient has returned to a full-time course of study at an eligible institution of higher education;
- b. certification by the employer that the recipient is on a temporary approved leave of absence from the required employment;
- c. a sworn affidavit of a qualified physician that the recipient is temporarily totally disabled;
- d. a sworn affidavit of a qualified physician if the recipient is unable to find employment by reason of the care required by spouse or child who is disabled;
- e. a certified statement including a list of possible eligible employers with their addresses and telephone numbers to which application has been made if the recipient has been unable to find full-time employment in the required field.

The ~~State Scholarship Administration~~ Office of Student Financial Assistance shall review all documentation to determine whether the deferment conditions have been met and, if so, for what time periods.

Before a deferment based on inability to find employment in the eligible field is granted, the ~~State Scholarship Administration~~ Office of Student Financial Assistance will review the submitted documentation and any other information available to it for evidence that the recipient has sought employment aggressively in all regions of the State in which eligible employment opportunities exist in the eligible fields.

During the time a recipient qualifies for any of the deferments described in item 1, the recipient need not make the scholarship repayments and the interest does not accrue.

3. The ~~State Scholarship Administration~~ Office of Student Financial Assistance shall waive a recipient's grant repayment obligations if it determines:

- a. on the basis of a sworn affidavit of a qualified physician, that the recipient is unable to perform the service obligation on a full-time basis because of an impairment that is expected to continue indefinitely or result in death; or
- b. on the basis of a death certificate or other evidence of death that is conclusive under State law, that the recipient has died.

N. APPEALS

1. Categories of Appeals

Maryland HOPE Scholarship recipients can appeal their eligibility for an award for the following criteria:

- a. be enrolled as a full-time student and take at least 12 semester hours of courses each semester or its equivalent: Students enrolled or less than 12 credits can still be considered eligible for the HOPE Scholarship if they are participating in a specific course or activity (such as an internship or a practicum) that is required by the institution to complete their academic program. To be considered full-time, the actual time spent in the classroom, lab, supervised activity or clinic must equal 180 clock hours or more in a regular semester. The student must be enrolled for a minimum of 6 credit hours.
- b. maintenance of a 3.0 cumulative grade point average: If a student should fail to meet this requirement, satisfactory evidence as specified below must be presented to SSA of extenuating circumstances that prevented the student from achieving the required GPA.

2. Appeal Procedures

The student must complete an appeal form provided by the State ~~Scholarship Administration~~ Office of Student Financial Assistance. In

completing the appeal form, the student must document the conditions upon which the appeal is based as specified below. Upon receipt of the appeal, the documentation will be reviewed and a decision will be rendered. The student will be notified of the outcome of the appeal in writing.

- a. full-time equivalency: If a student is enrolled in a specific course or activity (such as an internship or a practicum) that is required by the institution to complete their academic program that results in the student being enrolled for less than 12 credit hours, the student may appeal for consideration for an award. In addition to the appeal form, the student must submit documentation which includes a statement from the student's department chair that describes the program requirements for that semester and a catalog description of the program and classes involved. The documentation shall also list the number of clock hours required for each activity.
- b. grade point average: The following circumstances are considered acceptable as grounds for an appeal:
 - (1) serious illness or injury of the student;
 - (2) serious illness of a member of the student's immediate family;
 - (3) serious personal emotional difficulties of the student;
 - (4) death of a member of the student's immediate family; or
 - (5) other serious personal circumstances.

O. FUNDING

The funding for the Maryland HOPE Scholarship shall be as provided in the annual budget of the Commission and all awards are contingent upon the continued availability of such funding.

MARYLAND HIGHER EDUCATION COMMISSION

~~STATE SCHOLARSHIP ADMINISTRATION~~
OFFICE OF STUDENT FINANCIAL ASSISTANCE

GUIDELINES

FOR THE

MARYLAND TEACHER SCHOLARSHIP

APPROVED: SEPTEMBER 21, 1999
REVISED & SUBMITTED: JUNE 2002

APPROVED: SEPTEMBER 21, 1999
REVISED & SUBMITTED: JUNE 2002

MARYLAND HIGHER EDUCATION COMMISSION
~~State Scholarship Administration~~
Office of Student Financial Assistance

Guidelines for the
Maryland Teacher Scholarship

AUTHORITY

The Maryland Teacher Scholarship program was enacted into law by the Maryland General Assembly (Annotated Code of Maryland - Education Article Section 18-2201) in 1999. Under law (Annotated Code of Maryland - Education Article Section 18-204), the Maryland Higher Education Commission has the authority to establish regulations for the administration of this program.

A. PURPOSE

The purpose of the Maryland Teacher Scholarship is to assist in meeting the State's need for well-trained and highly skilled teachers by assisting eligible persons to gain certification as teachers in the State. Students who perform well academically and agree to use their training in public schools as elementary or secondary school teachers qualify for scholarship assistance.

B. ELIGIBILITY

Due to the immediate need for certified teachers in shortage areas, for the 1999-2000 academic year college seniors and graduate students only are eligible for Maryland Teacher Scholarship assistance. In subsequent years, high school seniors and all college students pursuing teacher certification will be eligible for assistance under the Maryland Teacher Scholarship program.

1. To be eligible for assistance under the Maryland Teacher Scholarship program for the 1999-2000 academic year, an applicant must meet the following general requirements:
 - a. be a Maryland resident;
 - b. be a U.S. citizen or eligible non-citizen

- c. be a full-time enrolled college senior at an eligible institution pursuing a course of study or program in an academic discipline leading to a Maryland professional teacher's certificate; or
 - d. be enrolled as a full-time graduate student at an eligible institution pursuing a course of study or program in an academic discipline leading to a Maryland professional teacher's certificate;
 - e. have an unweighted cumulative grade point average in college of at least 3.0 on a 4.0 scale or its equivalent at the time of application.
 - f. have been making satisfactory progress toward a degree in an academic discipline leading to a Maryland professional teacher's certificate;
 - g. submit a completed Maryland Teacher Scholarship application to the ~~State Scholarship Administration~~ Office of Student Financial Assistance by July 31, 1999; and
 - h. agree to perform the required service obligation as an elementary or secondary school teacher in a Maryland public school or repay the State that portion of the service obligation not performed.
2. To be eligible for assistance under the Maryland Teacher Scholarship program for academic years 2000-2001 and beyond, an applicant must meet the following general requirements:
- a. be a high school senior or college student at the time of application;
 - b. be a Maryland resident;
 - c. be a U.S. citizen or eligible non-citizen.
 - d.
 - (1) have an un-weighted cumulative grade point average of at least 3.0 on a 4.0 scale or its equivalent in core curriculum courses after the completion of the first semester of the senior year;
 - (2) beginning in academic year 2003-2004 have an overall grade point average of at least 3.0 on a 4.0 scale or its equivalent after the completion of the first semester of the senior year.

- e. Applying college students must have a 3.0 cumulative grade point average. The grade point average will only be calculated based on completed college course work. Cumulative grade point average for applying graduate students who have completed graduate course work will be calculated based only on completed graduate course work.
- f. Enroll as a full-time or part-time undergraduate or graduate student in an academic program leading to professional teacher certification; or
- g. ~~enroll as a part time graduate student in an academic program leading to professional teacher certification;~~
- h. begin college within 2 years of completing high school if applying as a high school senior;
- i. submit a completed Maryland Teacher Scholarship application to the ~~State Scholarship Administration~~ Office of Student Financial Assistance by March 1; and
- j. agree to perform the required service as an elementary or secondary school teacher within the Maryland public school system or repay the State that portion of the service obligation not performed.

C. APPLICATION PROCESS

Students must apply for a Maryland Teacher Scholarship by completing the application form provided by the ~~State Scholarship Administration~~ Office of Student Financial Assistance. Applications completed by students will be submitted to the ~~State Scholarship Administration~~ Office of Student Financial Assistance. For applying high school seniors the high school will provide an official transcript reflecting grades through the first semester of the year of application and a cumulative grade point average in core curriculum courses calculated according to directions provided by the State Scholarship Administration ~~overall coursework~~. All other college students will provide an official academic transcript from each college attended. Applications must be received by the ~~State Scholarship Administration~~ Office of Student Financial Assistance by March 1.

D. AWARD AMOUNT

The annual award amount is \$5,000 for a full-time student enrolled at a 4-year higher education institution and \$2,000 for a full-time student enrolled at 2-year higher education institution. A part-time undergraduate or graduate student attending a 4-year institution will receive \$2,500 annually. A part-time undergraduate attending a 2-year

college will receive \$1,000 per year. The scholarship may be used for tuition and mandatory fees.

E. SELECTION OF RECIPIENTS

1. For the 1999-2000 academic year eligible applicants will be placed in rank order on the basis of cumulative grade point average. The grade point average is calculated on a 4.0 scale. Courses are not weighted based on degree of difficulty, and values for plus or minus grades are not used. If letter grades are not reported by a school, a letter grade will be assigned to each numeric interval the school uses and a grade point average on a 4.0 scale will be computed. Recipients will be selected based on a statewide ranking of the student's cumulative grade point average, beginning with the highest grade point average, up to the total amount that has been appropriated for the program.
2. For years subsequent to the 1999-2000 the academic years 2000-2001 and 2001-2002, eligible applicants will be placed into one of two groups:
 - a. College sophomores, juniors, seniors, and graduate students, defined as students who have completed at least 28 credit hours. This group will receive 65% of awards.
 - b. High school seniors and college freshmen, defined as undergraduate students who have completed less than 28 credit hours. This group will receive 35% of awards.
3. For years subsequent to the 2001-2002 academic year, eligible applicants will be placed into one of three groups:
 - a. full-time sophomores, juniors, seniors, and graduate students, defined as students who have completed at least 28 credit hours and will enroll on a full-time basis. This group will receive approximately 60% of available funds based on the eligible applicant pool.
 - b. High school seniors and college freshmen, defined as students who have completed fewer than 28 credit hours and will enroll on a full-time basis. These students will receive approximately 30% of available funds based on the eligible applicant pool.
 - c. Part-time undergraduate and graduate students will be ranked by the number of credits which have been completed. These students will receive approximately 10% of the available funds based on the eligible applicant pool.

Eligible applicants in each group will be placed in rank order on the basis of cumulative grade point average. Recipients will be selected based on a groupwide ranking of the student's cumulative grade point average, beginning with the highest grade point average.

F. AWARD NOTIFICATION

Recipients will be notified in writing of the scholarship award. In order to accept an award, the recipient must provide written acceptance of the award and must sign a ~~guaranteed~~-promissory note and submit both to the ~~State Scholarship Administration~~ Office of Student Financial Assistance by the date specified in the award notice.

G. RENEWAL AND CONTINUATION

A Maryland Teacher Scholarship may be renewed if the recipient:

1. remains a resident of the State of Maryland;
2. remains enrolled in an eligible institution;
3. remains enrolled in an eligible academic program leading to a Maryland professional teacher's certificate;
4. remains enrolled as a full-time or part-time undergraduate or ~~a full-time or part-time~~ graduate student for each semester;
5. maintains a minimum 3.0 cumulative grade point average;
6. makes satisfactory academic progress towards a degree according to the institutions standards; and
7. maintains the standards of the institution.

If meeting the above eligibility requirements, an award for a student enrolled in an associate degree program may be renewed on an annual basis for 1 year. If a student is enrolled in an associate degree program that, as determined by the college, requires 3 years to complete, an award may be renewed for 2 years.

An award for a student enrolled in a baccalaureate or graduate level degree program may be renewed on an annual basis for 3 years. If a student is enrolled in a baccalaureate degree program that, as determined by the institution, requires 5 years to complete, an award may be renewed for 4 years if the recipient meets all other eligibility requirements.

A student transferring from one institution to another can continue to receive the award as long as they meet all of the eligibility requirements.

Following the spring semester, the ~~State Scholarship Administration~~ Office of Student Financial Assistance will request the postsecondary institution to provide a certified cumulative grade point average for the academic year for the Maryland Teacher Scholarship recipients attending that institution. The grade point average will be computed using the procedures in use by the institution. The institution's calculation of the grade average is final. The ~~State Scholarship Administration~~ Office of Student Financial Assistance does not round any reported grade point averages. If the reported calculation is below a 3.0, the recipient's Maryland Teacher Scholarship will not be renewed. The ~~State Scholarship Administration~~ Office of Student Financial Assistance also may ask the school to verify the recipient's grade point average by submitting an official transcript.

If the institution cannot compute a grade point average for the academic year, it must submit a grade point average for each semester the student was enrolled during the academic year. If either semester average is below a 3.0, the college must report the number of hours attempted and the number of hours completed for the semesters in which the student is enrolled.

A recipient whose award has been canceled may request reinstatement of the scholarship if the academic performance in summer school immediately following the academic year for which the scholarship was received raises the grade point average to 3.0 or above.

A recipient whose award has been canceled may request reinstatement of the scholarship after the student's grade point average for the subsequent academic year is once again 3.0 or higher. If the student fails for a second time to maintain a grade point average of 3.0, the award is canceled and may not be reinstated.

H. REVOCATION OF AWARD

The Maryland Teacher Scholarship is canceled if the student:

1. ceases to be a Maryland resident;
2. fails to enroll at a Maryland higher education institution in an eligible program;
3. fails to enroll as a full-time student taking at least 12 credit hours each semester in an undergraduate program, or 9 credit hours each semester in a graduate program, or its equivalent; or
4. fails to enroll as a part-time undergraduate or graduate student taking at least 6 credit hours each semester;

5. does not earn a minimum 3.0 cumulative grade point average;
6. fails to make satisfactory academic progress towards a degree or certificate;
or
7. fails to maintain the standards of the institution.

I. PAYMENT

Each semester, eligible institutions shall certify on billing rosters provided by the ~~State Scholarship Administration~~ Office of Student Financial Assistance that the recipient:

1. is a Maryland resident;
2. is enrolled in an eligible academic program leading to a Maryland professional teacher's certificate;
3. is enrolled for 12 or more hours as a full-time undergraduate, 9 or more hours as a full-time graduate student, or 6 or more hours as a part-time undergraduate or graduate student;
4. is making satisfactory academic progress towards a degree; and
5. maintains the standards of the institution.

J. SERVICE OBLIGATION

Recipients are required to begin employment in the State within one year after completion of certificate or degree program. The recipient is required to perform the service obligation for one year for each year that the recipient received the scholarship. For each partial year, in addition to a complete academic year, that the recipient receives the scholarship, one year of service must be performed. Eligible employment is defined as full-time employment as an elementary or secondary school teacher in a Maryland public school. On the forms provided by the ~~State Scholarship Administration~~ Office of Student Financial Assistance, the employing or contracting agency or approved employer must certify annually that the recipient is performing the service requirement.

The service obligation begins after completion of the degree or certification program, and cannot be fulfilled prior to completion.

A recipient of the Maryland Teacher Scholarship who also receives a Distinguished Scholar Teacher award may not fulfill the required service obligations of both scholarships concurrently. The recipient must fulfill the service obligation for the Maryland Teacher

Scholarship in addition to the service obligation for the Distinguished Scholar Teacher award, one year for each year or partial year that the recipient received the award.

K. REPAYMENT

A recipient will be required to repay the State if the recipient:

1. has the award revoked;
2. fails to receive the appropriate degree;
3. fails to complete the annual questionnaire on performance of service obligation;
4. fails to perform the service obligation for the required amount of time; or
5. otherwise fails to carry out the obligations of the scholarship.

Interest on the funds advanced is an interest rate equal to and matching the interest rate established by the United States Department of Education for the Federal Stafford Loan on the first day of July of each year (enacted by the Maryland General Assembly October 1, 2000), with interest not accruing prior to notification to the Commission of a recipient's graduation or termination from an institution of higher education. Repayment of the grant is waived at the rate of one academic year for each calendar year the recipient performs the service obligation. The repayment schedule is established by the ~~State Scholarship Administration~~ Office of Student Financial Assistance, and payment must be completed within 6 years after repayment begins.

L. DEFERMENT OR WAIVER OF THE SERVICE OBLIGATION AND REPAYMENT

1. It is the intention of the ~~State Scholarship Administration (SSA)~~ Office of Student Financial Assistance (OSFA) that the recipient will seek employment aggressively in all regions of the State in which eligible employment opportunities exist in Maryland public schools.

A recipient may receive a deferment during the time the recipient is:

- a. on a temporary leave of absence approved by the employer or the SSA (OSFA) from full-time employment in the required employment field;
- b. temporarily totally disabled, for a period not to exceed three years; or

- c. unable to secure employment for a period not to exceed twelve months by reason of the care required by a spouse or child who is disabled;
 - d. The total number of years a recipient may receive a deferment cannot exceed three.
- 2. To qualify for any of the deferments a recipient shall notify the ~~State Scholarship Administration~~ Office of Student Financial Assistance, and the Central Collection Unit if the repayment period has begun, of the recipient's claim for the deferment and provide supporting documentation. Such documentation shall consist of:
 - a. certification by the employer that the recipient is on a temporary approved leave of absence from the required employment;
 - b. a sworn affidavit of a qualified physician that the recipient is temporarily totally disabled;
 - c. a sworn affidavit of a qualified physician if the recipient is unable to find employment by reason of the care required by spouse or child who is disabled;
 - d. a certified statement including a list of possible eligible employers with their addresses and telephone numbers to which application has been made if the recipient has been unable to find full-time employment in the required field.

The ~~State Scholarship Administration~~ Office of Student Financial Assistance shall review all documentation to determine whether the deferment conditions have been met and, if so, for what time periods. Before a deferment based on inability to find employment in the eligible field is granted, the ~~State Scholarship Administration~~ Office of Student Financial Assistance will review the submitted documentation and any other information available to it for evidence that the recipient has sought employment aggressively in all regions of the State in which eligible employment opportunities exist in the eligible fields.

During the time a recipient qualifies for any of the deferments described in item 1, the recipient need not make the scholarship repayments and the interest does not accrue.

- 3. The ~~State Scholarship Administration~~ Office of Student Financial Assistance shall waive a recipient's grant repayment obligation if it determines:

- a. on the basis of a sworn affidavit of a qualified physician, that the recipient is unable to perform the service obligation on a full-time basis because of an impairment that is expected to continue indefinitely or result in death; or
 - b. on the basis of a death certificate or other evidence of death that is conclusive under State law, that the recipient has died;
4. The State Scholarship Administration Office of Student Financial Assistance shall forgive a recipient of a Maryland Teacher Scholarship for up to 2 years of an award if:
- a. the recipient has taken the teacher certification examination, approved by the State Board of Education, in 2 consecutive years; and
 - b. the recipient fails to pass the teacher certification examination within the time period specified by the State Scholarship Administration Office of Student Financial Assistance.

M. APPEALS

1. Categories of Appeals

Maryland Teacher Scholarship recipients can appeal their eligibility for an award for the following criteria:

- a. be enrolled as a full-time student and take at least 12 semester hours of courses each semester or its equivalent: Students enrolled for less than 12 credits can still be considered eligible for the Maryland Teacher Scholarship if they are participating in a specific course or activity (such as an internship or a practicum) that is required by the institution to complete their academic program. To be considered full-time the actual time spent in the classroom, lab, supervised activity or clinic must equal 180 clock hours or more in a regular semester. The student must be enrolled for a minimum of 6 credit hours.
- b. maintenance of a 3.0 cumulative grade point average: If a student should fail to meet this requirement, satisfactory evidence as specified below must be presented to the SSA-OSFA of extenuating circumstances that prevented the student from achieving the required GPA.

2. Appeal Procedures

The student must complete an appeal form provided by the ~~State Scholarship Administration Office of Student Financial Assistance~~. In completing the appeal form, the student must document the conditions upon which the appeal is based as specified below. Upon receipt of the appeal, the documentation will be reviewed and a decision will be rendered. The student will be notified of the outcome of the appeal in writing.

- a. full-time equivalency: If a student is enrolled in a specific course or activity (such as an internship or a practicum) that is required by the institution to complete their academic program that results in the student being enrolled for less than 12 credit hours, the student may appeal for consideration for an award. In addition to the appeal form, the student must submit documentation which includes a statement from the student's department chair that describes the program requirements for that semester and a catalog description of the program and classes involved. The documentation shall also list the number of clock hours required for each activity.
- b. grade point average: The following circumstances are considered acceptable as grounds for an appeal:
 - (1) serious illness or injury of the student;
 - (2) serious illness of a member of the student's immediate family;
 - (3) serious personal emotional difficulties of the student;
 - (4) death of the student or a member of the student's immediate family; or
 - (5) other serious personal circumstances.

N. FUNDING

The funding for the Maryland Teacher Scholarship shall be as provided in the annual budget of the Commission and all awards are contingent upon the continued availability of such funding.

MARYLAND HIGHER EDUCATION COMMISSION

~~STATE SCHOLARSHIP ADMINISTRATION~~
OFFICE OF STUDENT FINANCIAL ASSISTANCE

GUIDELINES

FOR THE

SCIENCE AND TECHNOLOGY SCHOLARSHIP

APPROVED: OCTOBER 13, 1998
REVISED & SUBMITTED: JUNE 2002

APPROVED: OCTOBER 13, 1998
REVISED & SUBMITTED: MAY 2002

MARYLAND HIGHER EDUCATION COMMISSION
~~State Scholarship Administration~~
Office of Student Financial Assistance

Guidelines for the
Maryland Science and Technology Scholarship

AUTHORITY

The Maryland Science and Technology Scholarship program was enacted into law by the Maryland General Assembly (Annotated Code of Maryland - Education Article Section 18-2001) in 1998. Under law (Annotated Code of Maryland - Education Article Section 18-204), the Maryland Higher Education Commission has the authority to establish regulations for the administration of this program.

A. PURPOSE

The purpose of the Maryland Science and Technology Scholarship is to assist in meeting the State's need for well trained and highly skilled workers in shortage areas. Students who perform well academically in high school and agree to use their training in eligible programs as members of Maryland's workforce qualify for scholarship assistance.

B. ELIGIBILITY

To be eligible for assistance under the Maryland Science and Technology Scholarship program, an applicant must meet the following general requirements:

1. be a Maryland resident;
2. be a U.S. citizen or eligible non-citizen;
3. graduate from a secondary school;
4.
 - a. have an un-weighted cumulative grade point average of at least 3.0 on a 4.0 scale or its equivalent in core curriculum courses after the completion of the first semester of the senior year;
 - b. beginning in academic year 2003-2004 have an overall grade point average of at least 3.0 on a 4.0 scale or its equivalent after the completion of the first semester of the senior year.

5. is enrolled or intends to enroll as a full-time student in an eligible academic program;
6. be accepted for admission in a regular undergraduate program at a Maryland higher education institution; or
7. be enrolled as a full-time student at an eligible institution pursuing a course of study or program in an eligible program and have an unweighted cumulative grade point average in college of at least 3.0 on a 4.0 scale or its equivalent at the time of application;
8. begin college within 5 years of completing high school;
9. submit an appropriately completed Maryland Science and Technology Scholarship application with an official transcript to the ~~State Scholarship Administration~~ Office of Student Financial Assistance by March 1; and
10. agree to perform the required service or repay the State if the service obligation is not performed.

C. APPLICATION PROCESS

Students must apply for a Science and Technology Scholarship by completing the application form provided by the ~~State Scholarship Administration~~ Office of Student Financial Assistance. Applications completed by students will be submitted to the ~~State Scholarship Administration~~ Office of Student Financial Assistance by the designated high school official. The high school will provide for each applicant an official high school transcript reflecting high school grades through the first semester of the senior year and a grade point average ~~in core curriculum courses~~ calculated according to directions provided by the ~~State Scholarship Administration~~ Office of Student Financial Assistance (see B.4.). Applications must be received by the ~~State Scholarship Administration~~ Office of Student Financial Assistance by March 1.

D. ELIGIBLE ACADEMIC PROGRAMS

The Maryland Higher Education Commission shall annually, by June 1, establish a list of academic programs eligible for the Maryland Science and Technology Scholarship Program. This list shall be established by consulting with the Department of Business and Economic Development, the Department of Labor, Licensing, and Regulation and the appropriate Commission advisory boards. The Commission shall take into account such factors as economic growth and the needs of Maryland's science and technology industry and business community.

Students currently receiving the Maryland Science and Technology Scholarship would be allowed to change their major to another major deemed eligible by the Commission for this scholarship program. The service obligation would require the student to work in the State in the career field in which he/she graduated for the total number of years he/she received a Science and Technology Scholarship.

In any year in which an area is determined by the Commission to no longer be an area of critical shortage, no additional new awards will be made in that area. Awards will be renewed for qualified students who received an initial award prior to this determination.

E. AWARD AMOUNT

The award amount will be \$3,000 for students enrolled at 4-year higher education institutions and \$1,000 for students enrolled at 2-year higher education institutions. The scholarship can only be used for tuition and mandatory fees.

F. SELECTION OF RECIPIENTS

Eligible applicants will be placed in rank order on the basis of cumulative grade point average ~~in core curriculum courses~~. The grade point average is calculated on a 4.0 scale. Courses are not weighted based on degree of difficulty and values for plus or minus grades are not used. If letter grades are not reported by a school, a letter grade will be assigned to each numeric interval the school uses and a grade point average on a 4.0 scale will be computed. High School applicants will be selected based on a statewide ranking of the student's cumulative grade point average, beginning with the highest grade point average, up to the total amount that has been appropriated for the program. Currently enrolled college applicants will be ranked by grade point average and selected after high school applicants have been awarded.

G. AWARD NOTIFICATION

Recipients will be notified in writing of the scholarship award. In order to accept an award, the recipient must provide written acceptance of the award and must sign a ~~guaranteed~~ promissory note and submit both to the ~~State Scholarship Administration~~ Office of Student Financial Assistance by the date specified in the award notice.

H. RENEWAL AND CONTINUATION

A Science and Technology Scholarship may be renewed if the recipient:

1. remains a resident of the State of Maryland;
2. remains enrolled in an eligible institution;

3. enrolls in an eligible academic program;
4. remains enrolled as a full-time student for each semester;
5. maintains a 3.0 annual grade point average;
6. makes satisfactory academic progress towards a degree according to the institutions standards; and
7. maintains the standards of the institution.

If meeting the above eligibility requirements, an award for a student enrolled in an associate degree program may be renewed on an annual basis for 1 year and an award for a student enrolled in a baccalaureate degree program may be renewed on an annual basis for 3 years. If a student is enrolled in a baccalaureate degree program that, as determined by the institution, requires 5 years to complete, an award may be renewed for 4 years if the recipient meets all other eligibility requirements.

A student transferring from one institution to another can continue to receive the award as long as he/she meet all of the eligibility requirements.

Following the spring semester, the ~~State Scholarship Administration~~ Office of Student Financial Assistance will request the postsecondary institution to provide a certified annual grade point average for the academic year for the Science and Technology Scholarship recipients attending that institution. The grade point average will be computed using the procedures in use by the institution. The institution's calculation of the grade average is final. The Scholarship Administration does not round any reported grade point averages. If the reported calculation is below a 3.0, the recipient's Science and Technology Scholarship will not be renewed. The Scholarship Administration also may ask the school to verify the recipient's grade point average by submitting an official transcript.

If the institution cannot compute a grade point average for the academic year, it must submit a grade point average for each semester the student was enrolled during the

academic year. If either semester average is below a 3.0, the college must report the number of hours attempted and the number of hours completed for the semesters in which the student is enrolled.

A recipient whose award has been canceled may request reinstatement of the scholarship if the academic performance in summer school immediately following the academic year for which the scholarship was received raises the grade point average to 3.0 or above.

A recipient whose award has been canceled may request reinstatement of the scholarship after the student's grade point average for the subsequent academic year is once

again 3.0 or higher. If the student fails for a second time to maintain a grade point average of 3.0, the award is canceled and may not be reinstated.

I. REVOCATION OF AWARD

The Maryland Science and Technology Scholarship is canceled if the student:

1. ceases to be a Maryland resident;
2. fails to enroll at a Maryland higher education institution in an eligible program;
3. fails to enroll as a full-time student and takes less than 12 credit hours each semester or its equivalent;
4. does not earn a 3.0 annual grade point average;
5. fails to make satisfactory academic progress towards a degree; or
6. fails to maintain the standards of the institution.

J. PAYMENT

Each semester, eligible institutions shall certify on billing rosters provided by the ~~State Scholarship Administration~~ Office of Student Financial Assistance that the recipient:

1. is a Maryland resident;
2. is enrolled in an eligible academic program;
3. is enrolled for 12 or more hours as an undergraduate student; and
4. is making satisfactory academic progress towards a degree; and
5. maintains the standards of the institution.

K. SERVICE OBLIGATION

Recipients are required to begin employment in the State within one year after completion of undergraduate studies. The recipient is required to perform the service obligation for one year for each year that the recipient received a scholarship. The employment must be in an occupation directly related to the eligible program of study. On the forms provided by the ~~State Scholarship Administration~~ Office of Student Financial

Assistance, the employing or contracting agency or approved employer must certify annually that the recipient is performing the service requirement in the manner prescribed.

The service obligation begins after graduation and cannot be fulfilled prior to graduation.

L. REPAYMENT

A recipient will be required to repay the State if the recipient:

1. has the award revoked;
2. fails to receive the appropriate degree;
3. fails to complete the annual questionnaire on performance of service obligation;
4. fails to perform the service obligation for the required amount of time; or
5. otherwise fails to carry out the obligations of the scholarship.

Interest on the funds advanced is an interest rate equal to and matching the interest rate established by the United States Department of Education for the Federal Stafford Loan on the first day of July of each year (enacted by the Maryland General Assembly October 1, 2000), with interest not accruing prior to notification to the Commission of a recipient's graduation or termination from an institution of higher education. Repayment of the grant is waived at the rate of one academic year for each calendar year the recipient performs the service obligation. The repayment schedule is established by the State Scholarship Administration Office of Student Financial Assistance, and payment must be completed within 6 years after repayment begins.

M. DEFERMENT OR WAIVER OF THE SERVICE OBLIGATION AND REPAYMENT

1. It is the intention of the ~~State Scholarship Administration (SSA)~~ Office of Student Financial Assistance (OSFA) that the recipient will seek employment aggressively in all regions of the State in which eligible employment opportunities exist in the eligible fields.

A recipient may receive a deferment during the time the recipient is:

- a. enrolled in a full-time undergraduate course of study at an institution of higher education in a degree granting program for a period not to exceed twelve months;

- b. enrolled in an academic or a professional program that leads to a certificate or advanced degree which is relevant to employment in a science and technology occupation for a period not to exceed five years from the date the student earned an undergraduate degree;
- c. on a temporary leave of absence approved by the employer or the ~~SSA~~ (OSFA)—from full-time employment in the required employment field for a period not to exceed twelve months;
- d. temporarily totally disabled, for a period not to exceed three years;
- e. unable to secure employment for a period not to exceed twelve months by reason of the care required by a spouse or child who is disabled; or
- f. seeking and unable to find the required employment for a single period not to exceed 12 months.

To qualify for any of the deferments a recipient shall notify the ~~State Scholarship Administration~~ Office of Student Financial Assistance, and the Central Collection Unit if the repayment period has begun, of the recipient's claim for the deferment and provide supporting documentation. Such documentation shall consist of:

- a. certification by the college's office of the registrar if the recipient has returned to a full-time course of study at an eligible institution of higher education;
- b. certification by the employer that the recipient is on a temporary approved leave of absence from the required employment;
- c. a sworn affidavit of a qualified physician that the recipient is temporarily totally disabled;
- d. a sworn affidavit of a qualified physician if the recipient is unable to find employment by reason of the care required by spouse or child who is disabled;
- e. a certified statement including a list of possible eligible employers with their addresses and telephone numbers to which application has been made if the recipient has been unable to find full-time employment in the required field.

2. ~~The State Scholarship Administration~~ Office of Student Financial Assistance shall review all documentation to determine whether the

deferment conditions have been met and, if so, for what time periods. Before a deferment based on inability to find employment in the eligible field is granted, the ~~State Scholarship Administration~~ Office of Student Financial Assistance will review the submitted documentation and any other information available to it for evidence that the recipient has sought employment aggressively in all regions of the State in which eligible employment opportunities exist in the eligible fields.

During the time a recipient qualifies for any of the deferments described in item 1, the recipient need not make the scholarship repayments and the interest does not accrue.

3. The ~~State Scholarship Administration~~ Office of Student Financial Assistance shall waive a recipient's grant repayment obligations if it determines:
 - a. on the basis of a sworn affidavit of a qualified physician, that the recipient is unable to perform the service obligation on a full-time basis because of an impairment that is expected to continue indefinitely or result in death; or
 - b. on the basis of a death certificate or other evidence of death that is conclusive under State law, that the recipient has died.

N. APPEALS

1. Categories of Appeals

Science and Technology recipients can appeal their eligibility for an award for the following criteria:

- a. be enrolled as a full-time student and take at least 12 semester hours of courses each semester or its equivalent: Students enrolled for less than 12 credits can still be considered eligible for the Science and Technology Scholarship if they are participating in a specific course or activity (such as an internship or a practicum) that is required by the institution to complete their academic program. To be considered full-time, the actual time spent in the classroom, lab, supervised activity or clinic must equal 180 clock hours or more in a regular semester. The student must be enrolled for a minimum of 6 credit hours.
- b. maintenance of a 3.0 annual grade point average: If a student should fail to meet this requirement, satisfactory evidence as specified below must be presented to SSA of extenuating

circumstances that prevented the student from achieving the required GPA.

- c. applicants having less than a 3.0 GPA in high school core curriculum may appeal the ineligibility in writing to the Director of the ~~State Scholarship Administration~~ Office of Student Financial Assistance. The written appeal should detail reasons and/or circumstances that would justify reversal of the decision, including all appropriate documentation. The Director will review each case and make a decision based on the written materials submitted. All decisions of the Director are final.

2. Appeal Procedures

The student must complete an appeal form provided by the ~~State Scholarship Administration~~ Office of Student Financial Assistance. In completing the appeal form, the student must document the conditions upon which the appeal is based as specified below. Upon receipt of the appeal, the documentation will be reviewed and a decision will be rendered. The student will be notified of the outcome of the appeal in writing.

- a. (full-time equivalency) If a student is enrolled in a specific course or activity (such as an internship or a practicum) that is required by the institution to complete their academic program that results in the student being enrolled for less than 12 credit hours, the student may appeal for consideration for an award. In addition to the appeal form, the student must submit documentation which includes a statement from the student's department chair that describes the program requirements for that semester and a catalog description of the program and classes involved. The documentation shall also list the number of clock hours required for each activity.
- b. (grade point average) The following circumstances are considered acceptable as grounds for an appeal:
 - (1) serious illness or injury of the student;
 - (2) serious illness of a member of the student's immediate family;
 - (3) serious personal emotional difficulties of the student;
 - (4) death of a member of the student's immediate family; or

(5) other serious personal circumstances.

O. FUNDING

The funding for the Maryland Science and Technology Scholarship shall be as provided in the annual budget of the Commission and all awards are contingent upon the continued availability of such funding.

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AGENDA ITEM SUMMARY

SUBJECT: Guidelines for the Edward T. Conroy Scholarship

COMMITTEE: Finance Policy Committee

DATE OF COMMISSION MEETING: June 12, 2002

STAFF: Janice Doyle

SUMMARY: Expands the eligibility criteria to include the children and surviving spouses of persons killed as a result of the attacks on the World Trade Center, the Pentagon, and the crash of flight #93 on September 11, 2001. Revises the eligibility criteria for veterans who suffer a service related disability.

RECOMMENDATION: It is recommended that the Maryland Higher Education Commission approve the changes to guidelines for the Edward T. Conroy Scholarship Program.

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MARYLAND HIGHER EDUCATION COMMISSION
~~STATE SCHOLARSHIP ADMINISTRATION~~
OFFICE OF STUDENT FINANCIAL ASSISTANCE

GUIDELINES
FOR THE
EDWARD T. CONROY MEMORIAL SCHOLARSHIP PROGRAM

APPROVED: JUNE 12, 1997
REVISED & SUBMITTED: JUNE 2002

APPROVED: June 12, 1997
REVISED & SUBMITTED: JUNE 2002

MARYLAND HIGHER EDUCATION COMMISSION
~~State Scholarship Administration~~
Office of Student Financial Assistance

Guidelines for the
Edward T. Conroy Memorial Scholarship Program

AUTHORITY

The Edward T. Conroy Memorial Scholarship Program (Annotated Code of Maryland - Education Article Section 18-601) was consolidated with two other memorial scholarship programs in the 1990 Maryland General Assembly session. Under law (Annotated Code of Maryland - Education Article Section 18-204), the Maryland Higher Education Commission has the authority to establish regulations for the administration of this program.

A. PURPOSE

The Edward T. Conroy Memorial Scholarship Program is designed to provide financial assistance to sons and daughters of deceased, missing in action or prisoner of war United States armed forces personnel, sons and daughters of deceased public safety personnel, surviving spouses who have not remarried of deceased public safety personnel, disabled public safety personnel and sons, daughters and/or surviving spouses of victims of the September 11, 2001 terrorist attacks, attending a Maryland postsecondary institution.

B. ELIGIBILITY

To be eligible for the Edward T. Conroy Scholarship Program, an individual must attend a Maryland postsecondary institution on at least a part-time basis and be one of the following:

1. a son or daughter at least 16 years old, whose parent:
 - a. served in the United States Armed Forces after December 7, 1941 and was a Maryland resident at the time the parent died or was totally and permanently disabled as a result of military service;
 - b. was a Maryland resident at the time the parent was declared to be a prisoner of war or missing in action as a result of the Vietnam Conflict; or
 - c. was a State or local public safety employee killed in the line of duty;

- d. was a prisoner of war as a result of the Vietnam Conflict on or after January 1, 1960 and was a resident of Maryland at the time the applicant was declared to be a prisoner of war or missing in action;
 - e. was a victim of the September 11, 2001 terrorist attacks.
- 2. a surviving spouse (a person who has not remarried) of a State or local public safety employee killed in the line of duty or a victim of the September 11, 2001 terrorist attacks; or
 - 3. a 100 percent disabled public safety employee; or
 - 4. a Veteran who suffers a service-related disability of ~~50%~~ 25% or greater; and who has exhausted or is no longer eligible for federal veteran's educational benefits.

A state or local public safety employee is defined as a person who is:

- 1. a career or volunteer member of a fire department, ambulance/rescue company or squad;
- 2. a law enforcement officer;
- 3. a correctional officer; or
- 4. a Maryland resident who was a member of the Maryland National Guard at the time of death.

A disabled public safety employee is defined as a state or local public safety employee who sustains an injury in the line of duty that precludes the individual from continuing to serve or be employed as a state or local public safety employee.

In the case of a volunteer member of a fire department, ambulance/rescue squad or company, the disability must preclude the member from continuing to be employed in a nonpublic safety occupation in which the member was engaged at the time of injury.

A victim of the September 11, 2001 terrorist attacks is defined as a Maryland resident who was killed as a result of the attacks on the World Trade Center in New York City, the attack on the Pentagon in Virginia, or the crash of United Airlines flight #93 in Pennsylvania on September 11, 2001.

C. AWARD AMOUNT

The annual award may not exceed the equivalent annual tuition and mandatory fees of a resident undergraduate at a four-year public institution of higher education within the University

System of Maryland, other than the University of Maryland University College and the University of Maryland, Baltimore, with the highest annual expenses for a full-time resident undergraduate.

Awards to the sons, daughters or spouses of victims of the September 11, 2001 terrorist attacks may not exceed the amount specified above when combined with any other scholarships received by a student based on the student's status as a child or spouse of a victim of the September 11, 2001 terrorist attacks.

D. APPLICATION PROCEDURES

Completion of a specific program application form is required for the Edward T. Conroy Memorial Scholarship Program. The application form is available from the ~~State Scholarship Administration~~ Office of Student Financial Assistance.

Application procedures differ for new applicants and renewal applicants. If a student has already received an award, or has previously completed a new application form, a re-application form is filed. If a student has never filed an application with the ~~State Scholarship Administration~~ Office of Student Financial Assistance for the Edward T. Conroy Scholarship Program, then a new application form is necessary.

1. New Application Procedures

Students applying for the first time must provide:

- a. a completed Application Form;
- b. if a child is applying, a birth certificate showing the names of both parents;
- c. if a spouse is applying, a marriage certificate; and
- d. official verification from:
 - (1) the United States Veterans Administration if the applicant's parent was killed, or totally disabled as a result of military service or is a prisoner of war or missing in action;
 - (2) the United States Veterans Administration if the applicant is a Veteran who suffers a service-related disability of 50%-25% or greater; and who has exhausted or is no longer eligible for federal veteran's educational benefits;
 - (3) the state or local public safety personnel office if the applicant's spouse was killed in the line of duty;

- (4) the state or local public safety personnel office if the applicant's parent was killed in the line of duty;
- (5) the state or local public safety personnel office if the applicant is a disabled public safety employee; or
- (6) the nonpublic safety employer and the local public safety personnel office if the disability was a result of service while the applicant was a volunteer member of a fire department, ambulance/rescue squad or company; or
- (7) a copy of the death certificate that shows date, location and/or cause of death to have been as a result of the attacks on the World Trade Center, the Pentagon or the crash of United Airlines Flight #93 on September 11, 2001.

New applicants will be encouraged to apply by July 15 of each year, but applications will be accepted throughout the year. Awards will be made to students who apply after July 15 on a rolling basis as long as funds are available.

2. Re-application Procedures

Students applying who have applied previously and were deemed eligible for the Edward T. Conroy Memorial Scholarship Program must complete a reapplication form and return it to the State Scholarship Administration Office of Student Financial Assistance by July 15 each year.

Re-applications will be accepted on a continuous basis as long as funds are available.

E. AWARDING PROCEDURES

Eligible applicants who receive the Edward T. Conroy Memorial Scholarship will be notified of the award in writing. In order to accept an award, a recipient must provide the State Scholarship Administration Office of Student Financial Assistance with a written acceptance of the award.

The State Scholarship Administration Office of Student Financial Assistance may not award more than 15 scholarships annually to Veterans who suffer from a service-related disability of 50% 25% or greater.

F. PAYMENT

Payment is made directly to the institution the applicant is attending. At the beginning of each school term, institutions will be asked to review Billing Rosters provided by the State

~~Scholarship Administration~~ Office of Student Financial Assistance to certify that the recipient is enrolled.

Upon receipt of the institution's certification, the ~~State Scholarship Administration~~ Office of Student Financial Assistance will disburse the adjusted amount to be credited to the student's account.

G. RENEWAL AND CONTINUATION

An Edward T. Conroy Memorial Scholarship Program may be renewed on an annual basis for up to five years of full-time study or eight years of part-time study if the recipient:

1. is enrolled on at least a part-time basis in an eligible Maryland postsecondary institution; and
2. continues to meet all other eligibility requirements.

H. REVOCATION OF AWARD

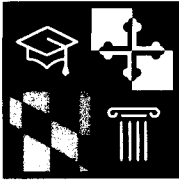
An award will be revoked if any of the criteria stated in section F - Payment and section G - Renewal and Continuation are not met, or if the recipient makes any changes to name, address or any other information pertinent to the Edward T. Conroy Memorial Scholarship Program and fails to inform the ~~State Scholarship Administration~~ Office of Student Financial Assistance in writing.

I. APPEAL PROCEDURES

Appeals to decisions of ineligibility or revocation of an award are made to the Director of the ~~State Scholarship Administration~~ Office of Student Financial Assistance. All appeals must:

1. be in writing;
2. be submitted within thirty (30) days of notice of ineligibility or cancellation of award; and
3. detail reasons and/or circumstances that would justify reversal of the original decision.

The Director will review each case and issue a decision no later than forty-five (45) days after receiving the appeal. All decisions of the Director are final.



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AGENDA ITEM SUMMARY

SUBJECT: Guidelines for the Developmental Disabilities and Mental Health
Workforce Tuition Assistance Program

COMMITTEE: Finance Policy Committee

DATE OF COMMISSION MEETING: June 12, 2002

STAFF: Janice Doyle

SUMMARY: Allows eligible students to take courses in the summer to meet the annual 12 credit hour requirement. Allows recipients to work at a “for profit” as well as a non-profit agency to fulfill their service obligation.

RECOMMENDATION: It is recommended that the Maryland Higher Education Commission approve the changes to guidelines for the Developmental Disabilities and Mental Health Workforce Tuition Assistance Program.



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MEMORANDUM

DATE: June 12, 2002

TO: Maryland Higher Education Commission

FROM: Finance Policy Committee STAFF: Janice Doyle

SUBJECT: Guidelines for the Developmental Disabilities & Mental Health Workforce
Tuition Assistance Program

Senate Bill 174 was passed during the 2002 Maryland Legislative Session. This legislation changes the Developmental Disabilities & Mental Health Workforce Tuition Assistance Program by allowing eligible students to take courses in the summer to meet the annual 12 credit hour requirement. The changes also establish that the recipient may work at a “for profit” as well as a non-profit program or agency that serves Maryland residents with mental health or developmental disabilities to fulfill their service obligation.

The attached guidelines reflect the changes required under the legislation that was passed.

RECOMMENDATION: It is recommended that the Maryland Higher Education Commission approve the changes to guidelines for the Developmental Disabilities and Mental Health Workforce Tuition Assistance Program.

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OFFICE OF STUDENT FINANCIAL ASSISTANCE

GUIDELINES

FOR THE

DEVELOPMENTAL DISABILITIES AND MENTAL HEALTH WORKFORCE TUITION
ASSISTANCE PROGRAM

APPROVED: NOVEMBER 11, 1999
REVISED & SUBMITTED: JUNE 2002 (EFFECTIVE 10/01/02)

APPROVED: November 11, 1999
REVISED & SUBMITTED: June 2002

MARYLAND HIGHER EDUCATION COMMISSION
~~State Scholarship Administration~~
Office of Student Financial Assistance

Guidelines for the
Developmental Disabilities and Mental Health Workforce
Tuition Assistance Program

AUTHORITY

This program of tuition assistance was enacted by the 1999 Maryland General Assembly. This law, codified in the Annotated Code, Education Article, §18-2101, gives the Maryland Higher Education Commission the authority to adopt guidelines or regulations to administer this program.

A. Purpose

The purpose of this program is to establish a program of tuition assistance to certain individuals who are employees or agree to work as employees of community-based programs serving individuals with certain disabilities.

B. Eligibility

A recipient of the Developmental Disabilities and Mental Health Workforce Tuition Assistance must:

1. be a Maryland resident;
2. be a U.S. citizen or eligible non-citizen;
3. possess a high school diploma or its equivalent;
4. intend to enroll as a full or part-time student in a degree program in human services, be accepted for admission as a full or part-time student in an eligible institution of higher education in Maryland;
5. submit an appropriately completed Developmental Disabilities and Mental Health Workforce Tuition Assistance Program application to the ~~State Scholarship Administration~~ Office of Student Financial Assistance by July 1; and
6. agree to work in a community-based program that serves individuals with disabilities for: 1) a total of 2000 hours if the award received totals \$1999 or

less; 2) 3000 hours of service if the award amount is \$2000 - \$3999; and 3) 4000 hours of service if the award amount is \$4000 or more, or repay the State if the service obligation is not performed.

C. Application Process

Applicants must apply for Developmental Disabilities and Mental Health Workforce Tuition Assistance by completing the application form provided by the ~~State Scholarship Administration~~ Office of Student Financial Assistance, and filing by July 1. Applications are available from the ~~State Scholarship Administration~~ Office of Student Financial Assistance and from certain eligible employers.

D. Award Amount

The Developmental Disabilities and Mental Health Workforce Tuition Assistance may be used for tuition and fees, room and board, and books and supplies. A student may receive assistance up to \$100 per credit hour. The amount of assistance may not exceed:

1. \$2,000 in any one academic year for a student enrolled in a 2-year program; \$500 per semester if enrolled part-time or \$1000 per semester if enrolled full-time.
2. \$3,000 in any one academic year for a student enrolled in a program leading to a bachelor's degree; \$750 per semester if enrolled part-time or \$1500 per semester if enrolled full-time.
3. Tuition assistance for each recipient may be used for a period of no more than 5 years and may not exceed \$6000.

E. Selection of Recipients

Applicants will be placed into one of two groups:

1. Applicants who currently work as direct service employees in community-based programs. Seventy percent of funds will be awarded to this group.
2. Applicants who do not currently work as direct service employees in community-based programs. Thirty percent of funds will be awarded to this group.
3. Students not currently employed in eligible humans services fields will be ranked by cumulative GPA earned in any college courses or on a high school transcript if student has not earned college credits.
4. Any funds remaining in either applicant pool will be reallocated to meet the demands of the larger applicant pool after the initial awards are made.

5. An equal distribution between full and part time students will be made and an equal distribution between eligible sites as defined in section J if funds are insufficient to award all eligible applicants.

F. Award Notification

Recipients will be notified in writing of the tuition assistance award. In order to accept an award, the recipient must provide written acceptance of the award and must sign a ~~guaranteed-promissory note~~ and submit both to the ~~State Scholarship Administration Office of~~ Student Financial Assistance by the date specified on the award notice.

G. Renewal and Continuation

Developmental Disabilities and Mental Health Tuition Assistance may be renewed on an annual basis up to a maximum amount of \$6,000 or 5 years if the recipient completes the application form and maintains satisfactory progress as established by the institution.

Tuition assistance will not be automatically reviewed if the original award was canceled due to ineligible number of credits taken per semester, or failure to maintain satisfactory academic progress. A recipient who is academically ineligible will forfeit the award for one academic semester. The award will be reinstated for the following academic semester upon proof of meeting institutional standards.

A student transferring from one institution to another may continue to receive the award as long as the student meets all of the eligibility requirements.

H. Revocation of Award

The Developmental Disabilities and Mental Health Workforce Tuition Assistance will be canceled if the student:

1. ceases to be a Maryland resident;
2. fails to enroll at a Maryland higher education institution in a degree program in human services;
3. fails to enroll as a full or part-time student;
4. fails to make satisfactory progress toward a degree; or
5. fails to maintain the standards of the institution.

I. Payment

Payment is made directly to the institution. At the beginning of each semester, the institution will be asked to review a billing roster provided by the ~~State-Scholarship Administration~~ Office of Student Financial Assistance to certify that the recipient:

1. is enrolled at the institution;
2. is enrolled in human services program; and
3. meets all other eligibility requirements established by the institution.

Upon receipt of the institution's certification, the ~~State-Scholarship Administration~~ Office of Student Financial Assistance will disburse funds to be credited to the student's account.

J. Service Obligation

Recipients are required to begin employment in the state within six months after completion of undergraduate studies. The recipient is required to work in a ~~non-profit~~ community-based program for a maximum 4,000 hours of continuous full or part-time employment as determined by the amount of funds received in section B (g) licensed by the Developmental Disabilities Administration or approved by the Mental Hygiene Administration to provide habilitation, rehabilitation, residential, or related community support services to individuals with developmental disabilities or mental disorders.

Upon graduation from an eligible human services program, the recipient must complete a questionnaire issued by the ~~State-Scholarship Administration~~ Office of Student Financial Assistance providing information on employment. Employment verification is obtained from the recipient's direct supervisor.

Prior employment in a community-based program may not be applied to the employment requirement. However, once an award has been received, concurrent employment in an eligible field will count toward the total hours required to complete the service obligation.

K. Repayment

A recipient will be required to repay the State if the recipient:

1. fails to earn at least 12 credit hours in each academic year, including the summer term, in which the student receives assistance;
2. fails to make satisfactory progress toward fulfilling all degree requirements of the institution or has been revoked in accordance with Section H;
3. fails to perform the service obligation for the required amount of time; or

4. to complete the questionnaire on performance of the service obligation.

The interest rate on amounts required to be repaid shall be calculated at an interest rate equal to and matching the interest rate established by the United States Department of Education for the Federal Stafford Loan on the first day of July of each year, with interest not accruing prior to notification to the Commission of a recipient's graduation or termination from an institution of higher education. The recipient will be required to begin repayment within 6 months of the date of failure to comply with the educational or employment requirements. The recipient must repay the State in full within 6 years after the repayment period begins, and shall follow a repayment schedule established by the State Scholarship Administration The Office of Student Financial Assistance.

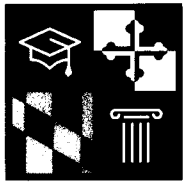
L. Deferment or Waiver of the Service Obligation and Repayment

~~The State Scholarship Administration~~ The Office of Student Financial Assistance may waive or defer repayment in the event of:

1. loss of employment during the period of required employment due to involuntary termination unrelated to the performance of the employee;
2. disability or extended illness which prevents the student from fulfilling either the educational or employment requirements; or
3. the student is unable to find employment within 6 months of graduation.

M. Funding

The funding for the Developmental Disabilities and Mental Health Workforce Tuition Assistance Program shall be as provided in the annual budget of the Commission and all awards are contingent upon the continued availability of such funding.



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AGENDA ITEM SUMMARY

SUBJECT: Guidelines for the Educational Excellence Award Program

COMMITTEE: Finance Policy Committee

DATE OF COMMISSION MEETING: June 12, 2002 **STAFF:** Janice Doyle

SUMMARY: Establishes a program that provides late applicants who are Pell eligible an opportunity to participate in the Educational Assistance Grant.

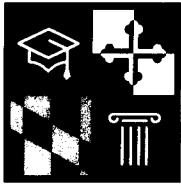
RECOMMENDATION: It is recommended that the Maryland Higher Education approve the changes to guidelines for the Educational Excellence Award Program, including the addendum modifying the standard budget allowances for students living with parents and students living off-campus. Further, it is recommended that staff undertake the following activities working cooperatively with the Financial Assistance Advisory Committee:

- conduct a survey of standard budget allowances used by Maryland colleges and universities;
- develop a recommendation for standard allowances to be used for awarding for the 2003-2004 academic year; and
- develop a recommendation for periodic updates of standard budget allowances.

MARYLAND HIGHER EDUCATION COMMISSION

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Secretary of Higher Education

MEMORANDUM

DATE: June 12, 2002

TO: Maryland Higher Education Commission

FROM: Finance Policy Committee

STAFF: Janice Doyle

SUBJECT: Guidelines for the Educational Excellence Award Program

Senate Bill 453 was passed during the 2002 Maryland Legislative Session. This legislation established a program to provide late (after March 1st) applicants who are Pell eligible an opportunity to participate in the Educational Assistance Grant (EAG). Funds are distributed to the campuses based on the proportion of Pell eligible Maryland residents enrolled at each institution.

Institutions are required to make awards under the program utilizing the same formula used for current EAG awards. Each institution will provide the Commission with an annual report describing the use of the funds.

The attached guidelines reflect the changes required under the legislation that was passed.

RECOMMENDATION: It is recommended that the Maryland Higher Education approve the changes to guidelines for the Educational Excellence Award Program, including the addendum modifying the standard budget allowances for students living with parents and students living off-campus. Further, it is recommended that staff undertake the following activities working cooperatively with the Financial Assistance Advisory Committee:

- conduct a survey of standard budget allowances used by Maryland colleges and universities;
- develop a recommendation for standard allowances to be used for awarding for the 2003-2004 academic year; and
- develop a recommendation for periodic updates of standard budget allowances.

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MARYLAND HIGHER EDUCATION COMMISSION

~~STATE SCHOLARSHIP ADMINISTRATION~~
OFFICE OF STUDENT FINANCIAL ASSISTANCE

GUIDELINES

FOR THE

EDUCATIONAL EXCELLENCE AWARD PROGRAM

APPROVED: OCTOBER 14, 1997
REVISED & SUBMITTED: JUNE 2002

APPROVED: OCTOBER 14, 1997
REVISED & SUBMITTED: JUNE 2002

MARYLAND HIGHER EDUCATION COMMISSION
~~State Scholarship Administration~~
Office of Student Financial Assistance

Guidelines for the Educational Excellence Award Program

AUTHORITY

This program of student assistance was enacted into law by the 1991 Scholarship Reform Act as passed by the Maryland General Assembly (Annotated Code, Education Article, Section 18-301). This law gives the Maryland Higher Education Commission of Maryland the authority to adopt regulations to administer the program.

A. PURPOSE

The purpose of the Educational Excellence Award (EEA) program is to provide need based scholarship assistance. The state's neediest students will be guaranteed access to postsecondary education in Maryland through Guaranteed Access (GA) Grants. Low and middle-income students will be awarded financial assistance through Educational Assistance (EA) Grants. The Educational Excellence Award program will use monies from the State of Maryland General Fund, combined with federal Leveraging Educational Assistance Partnership (LEAP) dollars.

B. ELIGIBILITY

1. To be eligible for financial assistance under the Educational Excellence Award program, an applicant must meet the following general requirements:
 - a. be a Maryland resident;
 - b. file the Free Application for Federal Student Aid (FAFSA) by the March 1 deadline for priority funding under the GA Program or to be eligible for the EA Program;
 - c. be enrolled as a full-time student;
 - d. be accepted for admission in a regular undergraduate program leading to a degree or a diploma at an eligible institution;

- e. demonstrate financial need based on the ~~State Scholarship Administration (SSA)~~ Office of Student Financial Assistance (OSFA) formula described in E.1
 - f. ~~hold no other scholarship, other than a Distinguished Scholar Award, an Economic Development Student Assistance Grant, a Science & Technology Scholarship Award, a Maryland Teacher Scholarship or a General Hope Scholarship (effective AY 2000-2001) from the State of Maryland.~~
2. To be eligible for a Guaranteed Access Grant, applicants must meet the following additional requirements:
- a. file a GA Grant application with the ~~SSA~~ OSFA by March 1 to be eligible for priority funding;
 - b. have an annual total family income below 130% of the federal poverty level as reported on the FAFSA;
 - c. begin college within one year of completing high school;
 - d. be under the age of 22 at the time of the first award;
 - e. have successfully completed a college preparatory program in high school (College preparatory programs are defined by ~~SSA~~ OSFA as those programs established by local educational agencies (LEAs) which are designed to prepare students for college level work, including programs that prepare students to achieve a two-year technical degree from a community college);
 - f. have completed high school in the State of Maryland with an unweighted cumulative grade point average (GPA) of at least 2.5 on a 4.0 scale or its equivalent;
 - g. submit a high school transcript to the ~~SSA~~ OSFA after the completion of the first semester of the senior year along with the GA application by March 1; and
 - h. be in senior year of high school at the time of initial application.

C. APPLICATION

Students can apply for an Educational Assistance Grant or a Guaranteed Access Grant as follows:

1. Educational Assistance Grant - students must file a FAFSA by March 1 each year.
2. Guaranteed Access Grant - students should file a FAFSA by March 1 each year. In addition, first time applicants should submit to the ~~State Scholarship Administration~~ Office of Student Financial Assistance a Guaranteed Access Grant Application by March 1.

D. AWARD AMOUNT

Under the Educational Excellence Award program, award amounts will be determined by the ~~State Scholarship~~ Office of Student Financial Assistance based on financial need.

1. The statute for the Educational Assistance Grant authorizes award amounts ranging between \$400 and \$3,000 to be awarded in \$100 increments. The Commission will establish a maximum award of \$2700 for fiscal year 2001, increasing annually by \$100 until the \$3000 maximum is reached
2. Students qualifying for a Guaranteed Access Grant will receive an award equal to one hundred percent of the student's adjusted financial need as described in E (Award Calculation, below). Award amounts will range from \$400 up to ~~the cost of attendance for a full-time resident undergraduate living on campus at the University of Maryland College Park,~~ a maximum award not to exceed the equivalent annual expenses of a full-time resident undergraduate at the four-year public institution of higher education within the University System of Maryland, other than the University of Maryland University College and the University of Maryland, Baltimore, as calculated by SSA OSFA, in \$100 increments.

E. AWARD CALCULATION

1. Determination of Financial Need

	SSA OSFA Cost of Attendance
minus	Total Family Contribution x Regional Cost of Living Adjustment
minus	HOPE Scholarship or Economic Development Student Assistance Grant
<u>minus</u>	<u>Estimated Pell Grant</u>
equals	SSA OSFA Adjusted Need

- Total Family Contribution is determined using the Federal Methodology formula.
- The Regional Cost of Living Adjustment is determined annually by the Commission.

~~SSA OSFA~~ Cost of Attendance is calculated using the following classifications:

- Student living with parents: Tuition and Mandatory Fees plus ~~\$2500~~ \$3,200
- Student living off-campus: Tuition and Mandatory Fees plus ~~\$4000~~ \$5,100
- Student living on-campus: Tuition and Mandatory Fees, Room and Board plus \$900

2. Awards made under the EEA program are calculated using data from the FAFSA.

- a. Educational Assistance Grants are calculated in the following manner:

~~SSA-OSFA~~ Adjusted Need X 30% to 40% = Educational Assistance Grant

- b. Guaranteed Access Grants are calculated in the following manner:

~~SSA- OSFA~~ Adjusted Need X 100% = Guaranteed Access Grant

The maximum Guaranteed Access Grant is limited to ~~the cost of attendance for a full-time resident undergraduate living on campus at the University of Maryland College Park~~ the amount specified in D.2.

- c. Award amounts are calculated on an annual basis and are rounded to the nearest \$100. If a student's award amount falls below \$400, they are not eligible for an award. Awards are made for the Fall and Spring semesters in the academic year with one-half of the annual amount awarded for each semester.

3. Awards are based on information provided by the student to the federal processor. Errors on the application that are corrected by students after the deadline will be accepted by ~~SSA OSFA~~. Changes in award amounts as a result of corrections will be handled as follows:

- a. EA and GA Grants - If a correction results in a decrease in an award amount, the award will be adjusted and the student notified of the change. If a correction results in an increase in an award, the increase will be funded only if monies are available.
- b. GA Grants Only - If a correction in family income or size results in the student no longer being eligible for a GA Grant, the student's award will be recalculated as an EA Grant.

F. DISTRIBUTION OF FUNDS AND SCHEDULE OF REDUCTIONS

On an annual basis the Secretary of Higher Education will determine an amount to be allocated from the Educational Excellence Awards Program budget specifically to award Guaranteed Access Grants. The remainder of the funds will be awarded as Educational Assistance Grants.

Prior to making GA and EA Grants, the SSA- OSFA will determine the funds required to award GA Grants at 100 percent of need. If the remaining funds are sufficient to make EA Grants at the same level as in the prior year in terms of the percent of need met and the number of recipients, the SSA- OSFA will proceed with making awards. If funds are not sufficient to fund the GA Grants at 100 percent of need and maintain the EA Grants at the same level as the prior year, the Secretary will determine a schedule of reductions for GA and EA Grants. The minimum funding for the EA Grant will not fall below the level of 30 percent of need with a maximum award of \$3,000.

If additional funds are available after GA Grants are funded at 100 percent of need and EA Grants are funded at the same level as the prior year, the additional funds will be used to increase the percent of need met and the maximum award in the EA Grant up to 40 percent and \$3,000, unless otherwise determined by the Commission within the first four years of implementation.

G. SELECTION OF RECIPIENTS

Applications for the Guaranteed Access Grant, which are filed by March 1, will be funded prior to all other Educational Excellence Awards applicants. Applications filed after that date will be processed on a first come first serve basis. ~~until all funds in the GA Grant Program are expended.~~

1. First time GA applicants who submit their applications prior to March 1 and all renewal GA applicants who meet all eligibility requirements will be awarded first.
2. All other GA applicants will be awarded on a first-come first-serve basis ~~until all funds are exhausted.~~
3. Applicants eligible for the EA Grant will be selected in the following manner:
 - a. renewal applicants for EA Grants are awarded first as long as all criteria specified in I. below are met; then
 - b. remaining funds are awarded to all other eligible applicants until all funds are deleted. Students are selected based on a statewide ranking of student's Total Family Contribution (TFC) and need, with the lowest TFC's and greatest need awarded first.

H. AWARD NOTIFICATION

Recipients are notified in writing of their award. In order to accept an award, GA and EA Grant recipients must provide written acceptance of the award and submit any other required documentation.

I. RENEWAL AND CONTINUATION

1. An Educational Assistance Grant may be renewed if the recipient:
 - a. files a FAFSA by the March 1 deadline;
 - b. demonstrates financial need;
 - c. is enrolled in an eligible institution;
 - d. is enrolled as a full-time student (or the equivalent) for each semester;
 - e. is making satisfactory progress according to institution standards in compliance with federal Title IV program regulations; and
 - f. is a resident of the State of Maryland.
2. A Guaranteed Access Grant may be renewed if the recipient:
 - a. files a FAFSA;
 - b. has an annual family income below 150% of the federal poverty level as reported on the FAFSA;
 - c. is enrolled in an eligible institution;
 - d. is enrolled as a full-time student (or the equivalent) for each semester;
 - e. is making satisfactory progress according to institution standards in compliance with federal Title IV program regulations; and
 - f. is a resident of the State of Maryland.

~~In addition, GA grant recipients will continue to receive an award if their total annual family income remains at or below 150% of the federal poverty level.~~ Recipients who no longer meet this requirement will be considered eligible for an EA Grant, as long as all other conditions described above are met.

J. CANCELLATION OF AWARD

An award will be canceled:

1. if the recipient fails to sign and return the award letter (along with any additional documentation requested by SSA OSFA) within the time specified in the letter;
2. if the recipient fails to pass verification requirements or;
3. if the institution reports on the billing roster that the recipient is not:
 - a. enrolled at that institution in a regular under-graduate program;
 - b. enrolled as a full-time undergraduate;
 - c. making satisfactory academic progress;
 - d. a resident of the State of Maryland; or
 - e. is in default for a Title IV loan or owes a refund of Title IV assistance.

K. PAYMENT

Payment is made to the institution for each semester that the recipient is attending. At the beginning of each semester, institutions will be asked to review billing rosters provided by SSA OSFA to certify that the recipient meets the requirements specified under J.3.

Institutions are responsible for disbursing the funds to eligible students in a timely fashion.

L. VERIFICATION

SSA OSFA annually verifies application information for a percentage of all new Educational Excellence Award recipients to determine if students are submitting accurate information for determining their awards. SSA OSFA verifies Educational Excellence Award applications of recipients identified by SSA OSFA and institutions as having severe discrepancies in the information contained on their FAFSA or misreported dependency status or Maryland residency and SSA OSFA may also select students randomly for verification. Selected recipients are required to provide documentation of financial data and to verify Maryland residency.

Students are notified in writing of their selection for verification and are requested to provide the following documents within four weeks:

1. A Maryland ~~State Scholarship Administration~~ Office of Student Financial Assistance Dependent or Independent Verification Form to verify:

- a. child support;
 - b. other untaxed income;
 - c. Maryland residency for non-tax filers;
 - d. non-filing status for non-tax filers.
2. Federal and state income tax returns of parents, student and spouse, to verify:
- a. income, federal taxes paid; and
 - b. Maryland residency.

Awards for students who fail to provide the requested information by the deadline will be canceled for the entire academic year.

Students who provide the requested documentation will be verified in accordance with the procedures established by SSA OSFA. Awards for students with errors will be recalculated and adjusted as specified in E.3. or canceled accordingly.

M. LATE AWARDS

SSA OSFA will consider students for late ~~GA and~~ EA Grants should funds become available after initial awards have been made.

1. Priority for Late Awards

Consideration for a late award will be given in the following descending order to students who:

- a. were previously awarded and have requested reinstatement of a canceled award;
- b. applied on time and filed appeals based on changes in their financial circumstances;
- c. applied on time and were eligible for an award but were not funded (~~EA grant only~~);
- d. were late in applying, appealed for consideration and were placed on the waiting list (~~EA grant only~~); and
- e. applied after the deadline (~~EA grant only~~).

2. Selection of Recipients

- a. Upon determination of the availability of sufficient funds to make late awards, SSA-OSFA will fund ~~GA and~~ EA grant recipients in the order described above and notify recipients and institutions.
- b. If funds become available after commencement of the Fall semester and are sufficient to award category M.1.e., SSA-OSFA will have the eligibility of the students in these two categories certified by the institution before making awards.

N. APPEALS

1. Categories of Appeals

EEA applicants and recipients can appeal their eligibility for an award for the following criteria:

- a. EA and GA Grant applicants and recipients:
 - (1) **be enrolled as a full-time student (or the equivalent):** Students enrolled for less than twelve credits can still be considered eligible for the EEA program if they are participating in a specific course or activity (such as an internship or a practicum) that is required by the institution to complete their academic program. To be considered full-time, the actual time spent in the classroom, lab, supervised activity or clinic must equal 180 clock hours or more in a regular semester. Also, the student must be enrolled for a minimum of 6 credit hours. Documentation must be provided as specified in 2.a. below.
 - (2) **fifth year award:** students may hold an award for a fifth year if, according to the institution, he or she is enrolled in an academic program that requires five years to complete or if the student provides SSA-OSFA with evidence of extenuating financial, academic, or other circumstances that prevent the student from completing their academic program in four years. Documentation must be provided as specified in 2.b. below.
 - (3) **special financial circumstances:** SSA-OSFA recognizes that the financial circumstances of students can change dramatically after their applications for need-based scholarships have been filed. In order to assist these students, SSA-OSFA will make adjustments with adequate documentation to the family contribution as follows:

- (a) the student's parent(s) or spouse dies after submission of the application: the SSA-OSFA will adjust FAFSA income information to exclude the income of the parent(s) or spouse affected;
- (b) the student or the student's parent's divorce or separate after submission of the application: the SSA-OSFA will adjust FAFSA income information to exclude the income of the parent(s) or spouse affected;
- (c) the student, student's parent (if dependent) or student's spouse, if married and independent, becomes unemployed for at least ten weeks in the current year: the SSA-OSFA will calculate student's family contribution and total family income using an estimated income for the current calendar year.
- (d) the student or the student's parent(s) loses, as a result of the student reaching the age of majority, benefits from Social Security, AFDC, or child support: the SSA-OSFA will calculate the student's family contribution and total family income using an estimated income for the current calendar year.

To request a change in financial circumstances students must submit documentation specified in 2.c. below.

b. GA applicants and recipients:

- (1) **have completed high school with a grade point average of at least 2.5 on a 4.0 scale or its equivalent:** Applicants who fail to meet this requirement because of extenuating circumstances can appeal only after submitting a letter of recommendation from their high school principal. They must provide satisfactory evidence to SSA-OSFA of any of the extenuating circumstances as specified in 2.b. below.
- (2) **begin college within one year of high school graduation:** Applicants who fail to meet this requirement must provide satisfactory evidence to SSA-OSFA of any of the extenuating circumstances as specified in 2.b. below.

- (3) **annual family income of GA grant recipients must remain at 150% of the federal poverty level in order to continue receiving the award:** Students who are no longer eligible for the GA program because their annual family incomes rise above the poverty level threshold must provide satisfactory evidence to SSA OSFA of special financial circumstances as specified in N.1.a. (4) above.

2. Appeal Procedures

The recipient must complete an appeal form provided by the ~~Maryland Higher Education Commission~~ Office of Student Financial Assistance. In completing the appeal form, the student must document the conditions upon which the appeal is based as specified below. Upon receipt of the appeal, the documentation will be reviewed and a decision will be rendered. The student will be notified of the outcome of an appeal.

- a. **full-time equivalency:** If a student is enrolled in a specific course or activity (such as an internship or practicum) that is required by the institution to complete their academic program that results in the student being enrolled for less than 12 credit hours, the student may appeal for consideration for an award. In addition to the appeal form, the student must submit documentation, which includes a statement from the student's department chair that describes the program requirements for that semester and a catalog description of the program and classes involved. The documentation shall also list the number of clock hours required for each activity.
- b. **academic requirements:** The following circumstances are considered acceptable as grounds for an appeal:
- (1) serious illness or injury of the student;
 - (2) serious illness of a member of the student's immediate family;
 - (3) serious personal emotional difficulties of the student;
 - (4) the death of a member of the student's immediate family; or
 - (5) other serious personal circumstances.
 - (6) for fifth year award appeals only, student is enrolled in an academic program that requires 5 years to complete.

The documentation shall be an appeal form accompanied by a statement from an attending physician, psychologist, mental health professional, guidance counselor, social worker, a death certificate, or if the above do not apply, a statement from the Dean of Students or other officer at the student's institution.

- c. **special financial circumstances:** Documentation must be an appeal form along with a copy of the deceased's death certificate, separation agreement or divorce decree, notice of job termination or layoff, or copies of termination notices from relevant agencies.

3. Adjustment of Awards

The following adjustment of awards will be made for appeals, which are granted:

- a. if an appeal is granted prior to awards being made for the upcoming year, the student's eligibility for an award will be based on the new information;
- b. if the student has not been awarded a scholarship and submits the appeal after awards have been made for the upcoming year and the appeal is granted, the student will be placed on the waiting list for an award if the change in circumstances makes that student eligible for an award; or
- c. if the student has already been awarded a scholarship and submits an appeal and the appeal is granted, the student will be placed on a waiting list for any additional funds for which they may be eligible due to the outcome of the appeal.
- d. if the student's appeal for the 12-credit equivalency has been approved, the student enrolled in 9-11 credits will receive three-quarters of the original award and a student enrolled for 6-9 credits will receive one-half of the original award. No award will be less than the statutory minimum award.

O. CAMPUS-BASED AWARDS

The Commission shall allocate funds to institutions of higher education in the State of Maryland to make awards to students who applied after the March 1st deadline or who have other extenuating circumstances.

- 1. Funds will be awarded to institutions based on the proportion of full-time Pell eligible Maryland residents enrolled at each institution.
- 2. These funds shall be awarded by institutions to students who meet the eligibility criteria for EA Grant awards as described in B (1) (a), (c), (d) and (e) but who did not apply by the March 1 deadline or who have other extenuating circumstances. These students must be eligible for a Pell Grant.
- 3. Awards shall be made in the amounts and the manner described in E. above with the same minimum (\$400), maximum (established annually) and percent of need (established annually) and rounded to the nearest \$100 increment.

4. The institution may not award a campus-based Educational Assistance Grant to a recipient of a Guaranteed Access or Educational Assistance Grant offered by the Office of Student Financial Assistance. Students may hold other state scholarships or grants but must meet all conditions for all awards and may not receive an amount combined from all State programs that exceeds the maximum amount established in the OSFA General Policies.
5. Each institution of higher education in the State of Maryland that participates in the campus-based Educational Assistance Grant program must submit reports as follows:
 - a. January 15th – Fall Semester Awards
 - b. June 15th – Spring Semester Awards
 - c. October 1st – End of Year Report

The reports should contain the following information on students awarded:

- a. student name;
- b. social security number;
- c. institutional cost of attendance;
- d. Expected Family Contribution;
- e. amount of Pell Grant disbursed
- f. amount of campus-based EA Grant awarded;
- g. Pell I.D. and transaction number from the ISIR used for awarding.



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AGENDA ITEM SUMMARY

SUBJECT: Guidelines for the Graduate and Professional Scholarship Program

COMMITTEE: Finance Policy Committee

DATE OF COMMISSION MEETING: June 12, 2002

STAFF: Janice Doyle

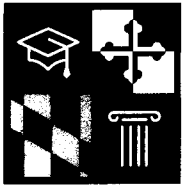
SUMMARY: Establishes the Graduate and Professional Scholarship Program for students with financial need at certain institutions in the fields of medicine, veterinary medicine, dentistry, law, pharmacy, social work, and nursing.

RECOMMENDATION: It is recommended that the Maryland Higher Education Commission approve the guidelines for the Graduate and Professional Scholarship Program.

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Secretary of Higher Education

MEMORANDUM

DATE: June 12, 2002

TO: Maryland Higher Education Commission

FROM: Finance Policy Committee.

STAFF: Janice Doyle

SUBJECT: Guidelines for the Graduate and Professional Scholarship Program

Senate Bill 453 was passed during the 2002 Maryland Legislative Session. This legislation established the Graduate and Professional Scholarship Program for students with financial need at certain institutions in the fields of medicine, veterinary medicine, dentistry, law, pharmacy, social work and nursing.

The legislation includes a minimum \$1,000 and a maximum \$5,000 award amount and establishes a decentralized campus-based program. Funds will be awarded to the institutions as a proportion of the number of Maryland residents enrolled in the eligible programs. The institutions will make awards to students with financial need and will provide the Commission with an annual report describing the disposition of the funds.

RECOMMENDATION: It is recommended that the Maryland Higher Education Commission approve the guidelines for the Graduate and Professional Scholarship Program.

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MARYLAND HIGHER EDUCATION COMMISSION

OFFICE OF STUDENT FINANCIAL ASSISTANCE

GUIDELINES

FOR THE

GRADUATE AND PROFESSIONAL SCHOLARSHIP PROGRAM

SUBMITTED: JUNE 2002

SUBMITTED: June 2002

MARYLAND HIGHER EDUCATION COMMISSION
Office of Student Financial Assistance

Guidelines for the
Graduate and Professional Scholarship Program

AUTHORITY

The Graduate and Professional Scholarship Program was enacted into law by the Maryland General Assembly in 2002 (Annotated Code, Educational Article, Section 18-2601). Special funds for the program are provided under Transportation Article, Section 13-613. The Office of Student Financial Assistance has the authority to adopt rules and regulations to administer this program (Annotated Code, Educational Article, Section 18-2601).

A. PURPOSE

The purpose of the Graduate and Professional Scholarship Program is to provide financial assistance to full-time and part-time graduate/professional students in the fields of medicine, dentistry, law, pharmacy, nursing, social work, and veterinary medicine if the applicant has demonstrated financial need.

B. STUDENT ELIGIBILITY

To be eligible for the Graduate and Professional Scholarship Program an individual must:

1. be a Maryland resident;
2. demonstrate financial need; and
3. be enrolled as a degree-seeking student, either part-time or full-time and attend one of the following schools:
 - a. University of Maryland, Baltimore (UMB) Schools of Medicine, Dentistry, Law, Pharmacy, or Social Work;
 - b. University of Baltimore School of Law;
 - c. The Johns Hopkins University School of Medicine;
 - d. The Virginia-Maryland Regional College of Veterinary Medicine; or
 - d. Any Maryland institution offering a masters degree in Nursing.

C. INSTITUTIONAL ELIGIBILITY

Institutions eligible to participate in the program are: University of Maryland, Baltimore, University of Baltimore, The Johns Hopkins University, Virginia-Maryland Regional College of Veterinary Medicine, and any institution of higher education in the State offering a Master's Degree in Nursing.

D. INSTITUTIONAL ALLOCATIONS

The Commission shall allocate to each eligible institution a share of the total funds provided for the program in proportion to its share of Maryland graduate and professional students who are enrolled in the eligible programs as reported to the Commission.

The allocation shall be based on the average of the enrollments for the prior two years. Institutions will be notified by May 1 of the amount of their allocation and funds will be distributed to each institution after July 1.

E. STUDENT AWARDS

The institutional financial aid office will identify students who are eligible for an award.

The minimum award is \$1,000 per academic year and the maximum award is \$5,000 per academic year. No student may receive the award for longer than eight semesters regardless of enrollment status.

Awards shall be based on the financial need of the student. Students are required to file the Free Application for Federal Student Aid (FAFSA). Each institution may determine an appropriate methodology for determining financial need; this methodology should include consideration of the information provided on the FAFSA.

The award may be used toward the costs of tuition and mandatory fees, room and board, and other educational expenses.

F. RENEWAL CONDITIONS

To maintain eligibility for a Graduate and Professional Scholarship, the recipient must continue to demonstrate financial need for each year that the award is sought and meet all other eligibility criteria. A student may receive the award for a maximum of eight semesters, regardless of full or part-time status.

G. AUDIT

Each participating institution must submit to the Commission by October 15 each year the following information:

1. amount of funds and number of recipients awarded a Graduate and Professional Scholarship;

2. the allocation of awards and funds by each degree program;
3. total number of eligible students with financial need; and
4. the methodology used to determine the financial need of the students awarded under the program.

All financial books, records and documents pertaining to this grant shall, at all reasonable times, be opened to inspection, review and audit by the Commission, the State Auditor or their authorized representatives. The institution shall retain such financial books, records, and documents for 5 years after close of fiscal year.

Institutions are required to include this program in any independent audit conducted for the institution on financial aid programs.



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AGENDA ITEM SUMMARY

SUBJECT: Funding Guideline Modifications for the University of Maryland Eastern Shore and the University of Maryland University College

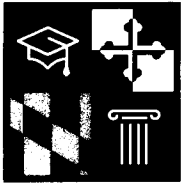
COMMITTEE: None

DATE OF COMMISSION MEETING: June 12, 2002

STAFF: Monica E. Randall
Geoff Newman

SUMMARY: Modifies the funding guidelines for the University of Maryland Eastern Shore (UMES) and the University of Maryland University College (UMUC).

RECOMMENDATION: It is recommended that the Maryland Higher Education Commission approve the proposed methodology for calculating the operating funding guidelines for the University of Maryland Eastern Shore and the University of Maryland University College.



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Karen R. Johnson
Secretary of Higher Education

M E M O R A N D U M

DATE: June 12, 2002

TO: Maryland Higher Education Commission

FROM: Karen R. Johnson,  STAFF: Monica E. Randall
Geoff Newman

SUBJECT: Funding Guideline Modifications for the University of Maryland Eastern Shore and the University of Maryland University College

In 1999, the Maryland Higher Education Commission developed operating funding guidelines for the public four-year higher education institutions. The basic concept of the funding guidelines is to identify peer institutions that are similar to the Maryland institution in size, program mix, enrollment composition, and other defining characteristics. After identifying a current set of peers, the financial characteristics of the peer institutions are analyzed to determine the resources available per full-time equivalent student (FTES). The overall goal is to fund Maryland's institutions at the 75th percentile of their current peer institutions.

In 2001, the Commission staff, in consultation with representatives from the University System of Maryland, the Department of Legislative Services, the Department of Budget and Management, and Morgan State University, reviewed the funding guidelines process and established criteria for making adjustments to an institution's peer group that is not in the normal established cycle. It was determined that an institution may appeal to the Commission for modifications to its funding peer group if it believes circumstances warrant a change. The University System of Maryland has submitted proposals to modify the funding guidelines for the University of Maryland Eastern Shore (UMES) and the University of Maryland University College (UMUC). A discussion of each proposal follows.

University of Maryland Eastern Shore

It is believed that the University of Maryland Eastern Shore's current peer group, which consists of 60 Master's I institutions, does not reflect the university's special status as an 1890 land-grant institution and as a Master's institution offering doctoral programs. The Commission staff and USM worked collaboratively to develop a new group of funding peers for UMES. These peers were chosen by modifying the original peer selection methodology and adding an additional variation that considers research as a variable. The addition of this new variation recognizes the

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value of the research component. The result is a diverse group of 24 institutions with funding and missions similar to UMES (see Table 1). Within this group, 19 institutions are within the original peer group while five were added through the research variation. Eight institutions are 1890 land-grant universities and 11 are historically black institutions. All of the institutions are within the Master's I Carnegie classification. In addition, the fiscal 2003 unrestricted state appropriation and tuition and fee revenue per student increases from \$11,393 to \$12,894.

This new peer group will be used in the fiscal 2004 operating budget cycle. In addition, UMES will revise its performance peers to reflect this change. Four of the institutions UMES had chosen for its performance peers are in the new peer group and will remain as performance peers. UMES will choose the remaining six institutions from this revised list.

University of Maryland University College

USM has proposed a modification to the UMUC's guideline calculation. Originally, an exception was granted to UMUC due to the unique structure of its student body, namely, the large proportion of part-time students. Two part-time students were counted as one full-time equivalent student (FTE). This same weighting was done for UMUC's funding peers. In addition, a 'deflator' of 10 percent was applied to UMUC's enrollment calculation to account for the lack of physical plant and its dependence on adjunct faculty. During the development of the funding guidelines, this special weighting of part-time students and the deflator seemed the best way to manage the uniqueness of the institution. In addition, for the last two years, UMUC has not updated its funding guideline because the status of the for-profit company was unclear. This issue has been resolved and the university contends that the students and tuition revenue that would have been associated with the company (i.e., non-Maryland, on-line) should be excluded from their guideline.

USM has proposed to count each part-time student as one-third FTE, eliminate the deflator, and exclude all non-Maryland online enrollments and revenue from the guideline calculations for UMUC. In addition, the exclusion of non-Maryland, on-line enrollment will encourage entrepreneurial growth in UMUC's on-line enterprise without artificially inflating the funding guideline. Overall, these modifications will create a funding guideline for UMUC that is consistent with other USM institutions.

RECOMMENDATION: It is recommended that the Maryland Higher Education Commission approve the proposed methodology for calculating the operating funding guidelines for the University of Maryland Eastern Shore and the University of Maryland University College.

**Table 1. University of Maryland Eastern Shore
Peer Group Proposal**

Institution	State	HBI	Unrestricted State Appropriation & 1890 Tuition and Fees per FTES		
Maryland, U. of, Eastern Shore	MD	✓	✓	\$	10,362
Alabama A&M U. ^R	AL	✓	✓		10,164
Troy State U., Main	AL				9,539
California State U., Bakersfield	CA				12,509
Eastern Connecticut State U.	CT				10,467
Albany State U.	GA	✓			9,768
Fort Valley State U.	GA	✓	✓		10,501
Indiana U., Northwest	IN				10,021
Morgan State U.	MD	✓			11,805
Bemidji State U. ^R	MN				9,489
Alcorn State U.	MS	✓	✓		11,700
Jackson State U.	MS	✓			10,248
North Carolina A&T State U.	NC	✓	✓		11,369
North Carolina, U. of, Pembroke (Pembroke St. U.)	NC				10,560
New Jersey, C. of (Trenton State C.)	NJ				13,649
Eastern New Mexico U., Main	NM				9,884
New Mexico Highlands U. ^R	NM				12,052
SUNY, C. at Fredonia	NY				9,646
Mansfield U. of Penn.	PA				11,267
Pennsylvania State U., Harrisburg, Capital C. ^R	PA				14,089
South Carolina State C.	SC	✓	✓		9,793
Prairie View A & M U.	TX	✓	✓		9,318
Texas, U. of, Permian Basin ^R	TX				10,607
Texas, U. of, Tyler	TX				10,755
Virginia State U.	VA	✓	✓		9,527

Note: R denotes institution not included in original peer group, added by research variation.



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AGENDA ITEM SUMMARY

SUBJECT: Enrollment Projections – Maryland Public Colleges and Universities

COMMITTEE: None

DATE OF COMMISSION MEETING: June 12, 2002

STAFF: Dr. Michael Keller

SUMMARY: This item contains enrollment projections for the public colleges and universities in the State through 2011. The Commission is asked by other State agencies to prepare an independent set of numbers to those provided by the institutions. Total headcount enrollment at Maryland public campuses is projected to increase 24 percent, or by more than 56,000 students, in 2011. This is 5,000 students below the forecast for the 2001-2010 period last year and reflects the anticipated slower growth of higher education enrollments in the post “baby boom echo” era. Total enrollments are expected to grow by 16 percent at the community colleges and by 30 percent at the public four-year campuses.

RECOMMENDATION: It is recommended that the Maryland Higher Education Commission approve the enrollment projections and their distribution to the public, the campuses, and interested State agencies.



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MEMORANDUM

DATE: June 12, 2002

TO: Maryland Higher Education Commission

FROM: Karen R. Johnson, J.D. STAFF: Dr. Michael Keller

SUBJECT: Enrollment Projections - Maryland Public Colleges and Universities

The Commission staff has prepared enrollment projections for the public colleges and universities in the State through the year 2011. There are projections for credit enrollments for each higher education institution, with breakdowns by full-time and part-time undergraduates and, as applicable, full-time and part-time graduate/professional students. Projected full-time equivalent (FTE) and full-time day equivalent (FTDE) students were determined by applying a commonly accepted mathematical formula to the headcount figures. Projections also have been prepared for state-eligible FTE noncredit continuing education enrollments at the community colleges.

These projections provide perspective to policy discussions before the Commission, including facilities planning, tuition and fees policies, articulation, and funding priorities. The Commission's projections are also in demand by other State agencies, including staff with the Department of Budget and Management and legislative and fiscal analysts for the General Assembly. The Commission is asked to provide an independent set of numbers to those supplied by the institutions and their governing boards.

The Commission staff employs a "top down" approach in determining future credit enrollments. It predicts the number of students at all community colleges and public four-year institutions, then distributes these figures among the campuses. The Commission uses separate, but similar, methodologies for projecting the credit enrollments at the community colleges and four-year institutions. The projections of noncredit continuing education enrollments at the community colleges are handled with a somewhat different approach than those for the credit figures. All three models, which are described in the accompanying report, involve the application of a linear regression analysis.

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As the following table demonstrates, the models proved to be conservative in forecasting enrollments in 2001, particularly for part-time students. Growth at the community colleges greatly outpaced expectations. Part-time enrollments at the two-year institutions, which had declined for nine consecutive years, staged a dramatic comeback with a rise of more than 3,000 students. Noncredit FTE enrollments jumped by more than 2,000 students. This outcome may be due to the downturn in the economy which is customarily accompanied by a corresponding increase in college enrollments. The difference between actual and predicted enrollments at the public four-year institutions was largely impacted by University of Maryland University College, which exceeded the Commission's expectations again even though the projections had built in strong growth for this campus as a result of recent exponential increases in student numbers. Full-time undergraduates at several campuses of the University System of Maryland also surpassed the predictions of both the Commission and the Regents, whose projections influenced our own.

<i>Enrollment Category</i>	<i>2001 Projections</i>	<i>2001 Actuals</i>	<i>Accuracy Rate</i>
Community Colleges			
Full-Time	35,585	36,852	96.6%
Part-Time	69,090	72,559	95.2%
All Students	104,675	109,411	95.7%
Non-Credit FTE	19,724	21,570	91.4%
4-Year Campuses			
Undergraduate – FT	67,272	68,678	98.0%
Undergraduate – PT	25,266	26,573	95.1%
All Undergraduate	92,538	95,251	97.2%
Grad/Prof – FT	13,056	13,256	98.5%
Grad/Prof – PT	18,211	18,979	96.0%
All Grad/Prof	31,267	32,235	97.0%
All Students	123,805	127,486	97.1%

Assumptions

The projection models for *credit* enrollments are based on these assumptions:

- Credit enrollments of Maryland residents can be predicted by applying the historical relationship between the State's population and past in-state enrollments to future population projections.
- The ratio of in-state to out-of-state students in Maryland will be relatively constant over time.

- The number of full-time undergraduates at both the community colleges and public four-year campuses will be affected by the trends in high school graduates.
- The number of full-time undergraduates at public four-year campuses will be influenced by the number of full-time students enrolling at the State's community colleges.
- Tuition increases will have an impact on full- and part-time community college enrollments.
- Changes in the per capita income, in constant dollars, of Maryland residents will impact part-time undergraduate enrollments at the community colleges and public four-year campuses.

The projection model for state-eligible noncredit FTE continuing education enrollments at community colleges is based on the assumption that these figures can be forecasted by applying the relationship between the adult population 20 years of age or older in the county or service area of each two-year institution and past noncredit enrollments at each campus to future population projections.

Credit enrollments were distributed among the specific institutions on the basis of the factors in the following table:

<i>Factor</i>	<i>Comm Coll</i>	<i>USM</i>	<i>Morgan</i>	<i>St. Mary's</i>
Institution-Provided Projections	X	X	X	X
Recent Market Share	X	X	X	X
Three-Year Enrollment Growth	X	X	X	X
Projected Growth in County Population	X			

Highlights of the Enrollment Projections

These are the major features of the projections:

- Total headcount enrollment at Maryland public colleges and universities is projected to increase 24 percent, or by more than 56,000 students, in 2011. This is 5,000 students below the forecast for the 2001-2010 period last year and reflects the anticipated slower growth of higher education enrollments in the post "baby boom echo" period. Total enrollments are expected to grow by 16 percent (17,601) at the community colleges and by 30 percent (38,425) at the public four-year campuses.
- There will be a sharp difference between the community colleges and the public four-year institutions in the growth rates of full- and part-time undergraduates during the next 10 years. At the two-year colleges, full-time students are projected to soar by 29 percent

while part-time enrollments are expected to increase by 10 percent. In contrast, at the public four-year campuses, full-time undergraduates are anticipated to rise by 13 percent while part-time undergraduate enrollments experience a 52 percent leap.

- Full-time graduate and professional enrollment is projected to increase by 13 percent by 2011, and part-time students will rise by 73 percent.
- FTE and FTDE enrollments at the community colleges are expected to rise by 20 percent. FTE and FTDE figures are predicted to grow by 20 and 9 percent respectively at the public four-year institutions; the difference between the two statistics is due to substantial growth in FTES at UMUC and the absence of any FTDE numbers for this institution.
- Of the anticipated additional students at Maryland public campuses by 2011, 72 percent will be undergraduates, but just 35 percent will be full-time undergraduates. This is the result of the expected extraordinary increase of part-time undergraduates and graduate students at UMUC because of online enrollments.
- State-funded noncredit FTE continuing education enrollments at the community colleges are projected to rise by 29 percent to 27,898 during the 10-year period. This is above the percentage increase predicted for 2001-2010 – and more than 4,500 additional FTE students. This revision in the projections reflects the strong gains in these enrollments in the past few years and the growing popularity of continuing education courses at two-year institutions.

RECOMMENDATION: It is recommended that the Maryland Higher Education Commission approve the enrollment projections and their distribution to the public, the campuses, and interested State agencies.

Projections of Headcount Enrollment at Maryland Community Colleges

		FALL 01 FY 02 Actual	FALL 02 FY 03 Projected	FALL 03 FY 04 Projected	FALL 04 FY 05 Projected	FALL 05 FY 06 Projected	FALL 06 FY 07 Projected	FALL 07 FY 08 Projected	FALL 08 FY 09 Projected	FALL 09 FY 10 Projected	FALL 10 FY 11 Projected	FALL 11 FY 12 Projected	% Change 01-11
Allegany College of MD													
	Full-time	1,605	1,636	1,661	1,691	1,763	1,782	1,831	1,881	1,867	1,921	1,916	19%
	Part-time	1,274	1,286	1,287	1,264	1,270	1,282	1,294	1,306	1,321	1,333	1,332	5%
	Total Headcount	2,879	2,922	2,948	2,955	3,033	3,064	3,125	3,187	3,188	3,254	3,248	13%

Anne Arundel CC												
Full-time	4,114	4,259	4,521	4,713	4,711	4,850	4,992	4,972	5,112	5,209	5,285	28%
Part-time	8,701	8,673	8,758	8,903	9,026	9,194	9,362	9,531	9,666	9,833	9,940	14%
Total Headcount	12,815	12,932	13,279	13,616	13,737	14,044	14,354	14,503	14,778	15,042	15,225	19%

Baltimore City CC												
Full-time	2,018	1,908	1,935	1,964	1,992	2,021	2,032	2,043	2,054	2,066	2,077	3%
Part-time	4,250	4,451	4,516	4,581	4,648	4,715	4,740	4,766	4,793	4,819	4,847	14%
Total Headcount	6,268	6,359	6,451	6,545	6,640	6,736	6,772	6,809	6,847	6,885	6,924	10%

Carroll CC												
Full-time	1,086	1,124	1,180	1,212	1,281	1,313	1,360	1,409	1,392	1,445	1,474	36%
Part-time	1,548	1,533	1,531	1,545	1,551	1,564	1,576	1,589	1,612	1,624	1,598	3%
Total Headcount	2,634	2,657	2,711	2,757	2,832	2,877	2,936	2,998	3,004	3,069	3,072	17%

CC Baltimore County												
Full-time	6,494	6,550	6,813	7,009	7,160	7,314	7,446	7,616	7,624	7,770	7,895	22%
Part-time	12,404	12,454	12,475	12,501	12,525	12,604	12,689	12,750	12,827	12,862	13,167	6%
Total Headcount	18,898	19,004	19,288	19,510	19,685	19,918	20,135	20,366	20,451	20,632	21,062	11%

Cecil CC												
Full-time	478	488	511	522	551	564	583	603	603	624	632	32%
Part-time	970	966	966	966	970	978	986	994	1,002	1,010	1,005	4%
Total Headcount	1,448	1,454	1,477	1,488	1,521	1,542	1,569	1,597	1,605	1,634	1,637	13%

Chesapeake CC												
Full-time	683	706	740	752	794	813	841	871	860	892	913	34 %
Part-time	1,565	1,549	1,547	1,546	1,550	1,563	1,574	1,586	1,601	1,612	1,609	3 %
Total Headcount	2,248	2,255	2,287	2,298	2,344	2,376	2,415	2,457	2,461	2,504	2,522	12 %

Projections of Headcount Enrollment at Maryland Community Colleges

	FALL 01 FY 02 Actual	FALL 02 FY 03 Projected	FALL 03 FY 04 Projected	FALL 04 FY 05 Projected	FALL 05 FY 06 Projected	FALL 06 FY 07 Projected	FALL 07 FY 08 Projected	FALL 08 FY 09 Projected	FALL 09 FY 10 Projected	FALL 10 FY 11 Projected	FALL 11 FY 12 Projected	% Change 01-11
Frederick CC												
Full-time	1,481	1,533	1,601	1,624	1,708	1,743	1,796	1,853	1,865	1,925	1,914	29%
Part-time	3,077	3,122	3,128	3,168	3,203	3,255	3,307	3,359	3,402	3,453	3,465	13%
Total Headcount	4,558	4,655	4,729	4,792	4,911	4,998	5,103	5,212	5,267	5,378	5,379	18%

Garrett CC												
Full-time	348	344	357	363	379	383	391	400	395	404	403	16%
Part-time	289	286	285	285	286	288	290	292	294	296	296	2%
Total Headcount	637	630	642	648	665	671	681	692	689	700	699	10%

Hagerstown CC												
Full-time	992	1,008	1,055	1,079	1,137	1,163	1,201	1,242	1,242	1,286	1,304	31%
Part-time	1,687	1,669	1,670	1,677	1,685	1,701	1,716	1,732	1,752	1,767	1,762	4%
Total Headcount	2,679	2,677	2,725	2,756	2,822	2,864	2,917	2,974	2,994	3,053	3,066	14%

Harford CC												
Full-time	1,891	1,949	2,048	2,117	2,238	2,296	2,380	2,468	2,468	2,565	2,589	37%
Part-time	3,364	3,350	3,355	3,355	3,373	3,409	3,444	3,478	3,503	3,536	3,546	5%
Total Headcount	5,255	5,299	5,403	5,472	5,611	5,705	5,824	5,946	5,971	6,101	6,135	17%

Howard CC												
Full-time	1,931	2,017	2,113	2,171	2,289	2,343	2,422	2,506	2,516	2,608	2,595	34%
Part-time	4,003	4,052	4,064	4,134	4,185	4,258	4,330	4,403	4,464	4,536	4,556	14%
Total Headcount	5,934	6,069	6,177	6,305	6,474	6,601	6,752	6,909	6,980	7,144	7,151	21%

Montgomery College												
Full-time	7,624	7,787	8,133	8,445	8,861	9,025	9,283	9,552	9,421	9,714	9,750	28%
Part-time	13,723	13,667	13,794	14,024	14,211	14,469	14,727	14,985	15,221	15,478	15,602	14%
Total Headcount	21,347	21,454	21,927	22,469	23,072	23,494	24,010	24,537	24,642	25,192	25,352	19%

Prince George's CC												
Full-time	3,144	3,328	3,526	3,626	3,880	3,965	4,136	4,311	3,881	4,516	4,504	43%
Part-time	9,143	8,850	8,829	8,851	8,884	8,984	9,125	9,262	9,681	9,528	9,533	4%
Total Headcount	12,287	12,178	12,355	12,477	12,764	12,949	13,261	13,573	13,562	14,044	14,037	14%

Projections of Headcount Enrollment at Maryland Community Colleges

	FALL 01 FY 02 Actual	FALL 02 FY 03 Projected	FALL 03 FY 04 Projected	FALL 04 FY 05 Projected	FALL 05 FY 06 Projected	FALL 06 FY 07 Projected	FALL 07 FY 08 Projected	FALL 08 FY 09 Projected	FALL 09 FY 10 Projected	FALL 10 FY 11 Projected	FALL 11 FY 12 Projected	% Change 01-11
Coll of Southern Maryland												
Full-time	2,229	2,337	2,466	2,510	2,668	2,751	2,866	2,988	2,996	3,129	3,198	43%
Part-time	4,574	4,619	4,632	4,646	4,677	4,731	4,785	4,839	4,887	4,939	4,883	7%
Total Headcount	6,803	6,956	7,098	7,156	7,345	7,482	7,651	7,827	7,883	8,068	8,081	19%
Wor-Wic CC												
Full-time	734	758	803	837	892	923	965	1,009	1,019	1,067	1,089	48%
Part-time	1,987	1,997	2,022	2,058	2,092	2,137	2,183	2,228	2,268	2,314	2,333	17%
Total Headcount	2,721	2,755	2,825	2,895	2,984	3,060	3,148	3,237	3,287	3,381	3,422	26%
Total Community Colleges												
Full-time	36,852	37,732	39,463	40,635	42,304	43,249	44,525	45,724	45,315	47,141	47,538	29%
Part-time	72,559	72,524	72,859	73,504	74,136	75,132	76,128	77,100	78,294	78,940	79,474	10%
Total Headcount	109,411	110,256	112,322	114,139	116,440	118,381	120,653	122,824	123,609	126,081	127,012	16%

Projections of Full-Time Equivalent and Full-Time Day Equivalent Enrollment at Maryland Community Colleges

[illegible][illegible][illegible][illegible][illegible][illegible][illegible]

Projections of Full-Time Equivalent and Full-Time Day Equivalent Enrollment at Maryland Community Colleges

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[illegible]

**PROJECTED STATE FUNDED NONCREDIT FULL-TIME EQUIVALENT TRENDS
MARYLAND COMMUNITY COLLEGES
FISCAL YEARS 2002 - 2011**

College	FY01 actual	FY02	FY03	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11	Percent Change FY01- FY11
Allegany	427	402	417	432	448	468	485	503	521	539	556	30%
Anne Arundel	3,537	3,561	3,679	3,797	3,915	4,000	4,086	4,171	4,257	4,342	4,429	25%
Baltimore City	1,949	1,969	2,025	2,080	2,135	2,138	2,141	2,144	2,147	2,150	2,154	11%
Baltimore County	6,095	6,168	6,248	6,336	6,431	6,534	6,645	6,764	6,846	6,982	7,009	15%
Carroll	528	506	538	570	603	647	691	735	779	823	858	63%
Cecil	386	391	396	401	406	411	416	421	426	431	436	13%
Chesapeake	658	695	735	777	821	868	917	969	1,024	1,082	1,142	74%
Frederick	268	292	318	346	376	407	437	467	498	528	560	109%
Garrett	152	154	156	158	160	161	162	163	164	165	166	9%
Hagerstown	557	596	616	636	656	682	708	734	759	785	810	45%
Harford	968	982	996	1,010	1,024	1,040	1,056	1,072	1,088	1,104	1,117	15%
Howard	1,046	1,045	1,067	1,089	1,111	1,128	1,145	1,162	1,179	1,197	1,208	15%
Montgomery	1,191	1,332	1,491	1,649	1,808	1,959	2,111	2,263	2,415	2,566	2,698	127%
Prince George's	2,547	2,586	2,626	2,666	2,706	2,748	2,790	2,833	2,876	2,919	2,972	17%
Southern Maryland	568	576	591	605	619	633	648	662	677	692	707	24%
Wor-Wic	693	717	754	792	834	875	915	956	997	1,037	1,076	55%
SYSTEMWIDE	21,570	21,972	22,653	23,344	24,053	24,699	25,353	26,019	26,653	27,342	27,898	29%

Projections of Headcount Enrollment at Maryland Public Four-Year Institutions

		FALL 01 FY 02 Actual	FALL 02 FY 03 Projected	FALL 03 FY 04 Projected	FALL 04 FY 05 Projected	FALL 05 FY 06 Projected	FALL 06 FY 07 Projected	FALL 07 FY 08 Projected	FALL 08 FY 09 Projected	FALL 09 FY 10 Projected	FALL 10 FY 11 Projected	FALL 11 FY 12 Projected	% Change 01-11
Bowie													
Undergraduate	Full-time	2,635	2,740	2,930	3,207	3,386	3,495	3,580	3,580	3,580	3,580	3,580	36%
	Part-time	907	1,024	1,112	1,220	1,258	1,258	1,258	1,258	1,258	1,258	1,258	39%
Total Undergraduate		3,542	3,764	4,042	4,427	4,644	4,753	4,838	4,838	4,838	4,838	4,838	37%
Graduate													
Full-time	Part-time	300	301	327	344	380	405	421	432	440	445	448	49%
		1,339	1,348	1,378	1,398	1,437	1,463	1,480	1,492	1,499	1,505	1,508	13%
Total Graduate		1,639	1,649	1,705	1,742	1,817	1,868	1,901	1,924	1,939	1,950	1,956	19%
Total Headcount		5,181	5,413	5,747	6,169	6,461	6,621	6,739	6,762	6,777	6,788	6,794	31%
Coppin													
Undergraduate													
Full-time	Part-time	2,351	2,323	2,350	2,385	2,421	2,494	2,568	2,646	2,725	2,807	2,891	23%
		888	1,000	1,006	1,005	1,032	1,028	1,024	1,040	1,071	1,102	1,135	28%
Total Undergraduate		3,239	3,323	3,356	3,390	3,453	3,522	3,592	3,686	3,796	3,909	4,026	24%
Graduate													
Full-time	Part-time	36	30	32	37	43	44	46	48	48	49	50	39%
		728	714	760	804	820	836	852	868	873	901	928	27%
Total Graduate		764	744	792	841	863	880	898	916	921	950	978	28%
Total Headcount		4,003	4,067	4,148	4,231	4,316	4,402	4,490	4,602	4,717	4,859	5,004	25%
Frostburg													
Undergraduate													
Full-time	Part-time	4,027	4,068	4,108	4,149	4,191	4,232	4,275	4,317	4,361	4,404	4,449	10%
		327	330	334	337	340	344	347	351	354	358	361	10%
Total Undergraduate		4,354	4,398	4,442	4,486	4,531	4,576	4,622	4,668	4,715	4,762	4,810	10%
Graduate													
Full-time	Part-time	206	208	209	211	213	216	218	220	222	224	227	10%
		723	730	738	745	753	760	768	776	784	792	799	11%
Total Graduate		929	938	947	956	966	976	986	996	1,006	1,016	1,026	10%
Total Headcount		5,283	5,336	5,389	5,442	5,497	5,552	5,608	5,664	5,721	5,778	5,836	10%

Projections of Headcount Enrollment at Maryland Public Four-Year Institutions

FALL 01 FY 02 Actual	FALL 02 FY 03 Projected	FALL 03 FY 04 Projected	FALL 04 FY 05 Projected	FALL 05 FY 06 Projected	FALL 06 FY 07 Projected	FALL 07 FY 08 Projected	FALL 08 FY 09 Projected	FALL 09 FY 10 Projected	FALL 10 FY 11 Projected	FALL 11 FY 12 Projected	% Change 01-11
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Salisbury											
Undergraduate											
Full-time	5,280	5,525	5,698	5,840	5,950	6,040	6,115	6,249	6,305	6,355	20%
Part-time	780	725	720	712	708	706	704	700	699	698	-11%
Total Undergraduate	6,060	6,250	6,418	6,552	6,658	6,746	6,819	6,949	7,004	7,053	16%
Graduate											
Full-time	118	123	125	127	129	135	139	143	148	150	27%
Part-time	504	515	530	546	586	626	659	674	711	722	43%
Total Graduate	622	638	655	673	715	761	798	817	859	872	40%
Total Headcount	6,682	6,888	7,073	7,225	7,373	7,507	7,617	7,789	7,863	7,925	19%

Towson											
Undergraduate											
Full-time	11,757	11,850	11,850	11,850	11,850	11,900	11,900	11,900	11,900	11,900	1%
Part-time	2,202	2,180	2,213	2,236	2,265	2,294	2,324	2,428	2,481	2,536	15%
Total Undergraduate	13,959	14,030	14,063	14,086	14,115	14,194	14,224	14,328	14,381	14,436	3%
Graduate											
Full-time	706	721	728	732	741	763	787	813	871	905	28%
Part-time	2,315	2,481	2,572	2,594	2,623	2,670	2,741	2,937	3,051	3,178	37%
Total Graduate	3,021	3,202	3,300	3,326	3,364	3,433	3,528	3,776	3,922	4,083	35%
Total Headcount	16,980	17,232	17,363	17,412	17,479	17,627	17,752	18,104	18,303	18,519	9%

University of Baltimore											
Undergraduate											
Full-time	890	930	944	966	989	987	1,009	1,006	1,037	1,049	18%
Part-time	1,103	1,100	1,108	1,135	1,161	1,159	1,185	1,181	1,219	1,231	12%
Total Undergraduate	1,993	2,030	2,052	2,101	2,150	2,146	2,194	2,187	2,256	2,280	14%
Graduate											
Full-time	1,424	1,460	1,569	1,596	1,634	1,700	1,737	1,805	1,861	1,881	32%
Part-time	1,222	1,247	1,267	1,307	1,336	1,390	1,421	1,476	1,504	1,539	26%
Total Graduate	2,646	2,707	2,836	2,903	2,970	3,090	3,158	3,281	3,342	3,420	29%
Total Headcount	4,639	4,737	4,888	5,004	5,120	5,236	5,352	5,468	5,640	5,700	23%

Projections of Headcount Enrollment at Maryland Public Four-Year Institutions

FALL 01 FY 02 Actual	FALL 02 FY 03 Projected	FALL 03 FY 04 Projected	FALL 04 FY 05 Projected	FALL 05 FY 06 Projected	FALL 06 FY 07 Projected	FALL 07 FY 08 Projected	FALL 08 FY 09 Projected	FALL 09 FY 10 Projected	FALL 10 FY 11 Projected	FALL 11 FY 12 Projected	% Change 01-11
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UMB											
Undergraduate											
	Full-time	533	562	587	592	592	602	612	612	622	19%
	Part-time	284	282	298	303	303	308	313	313	318	12%
Total Undergraduate		817	844	885	895	895	910	925	940	950	16%
Graduate											
	Full-time	3,513	3,700	3,742	3,803	3,852	3,865	3,900	3,936	3,974	14%
	Part-time	1,146	1,035	1,005	989	958	937	921	925	936	-18%
Total Graduate		4,659	4,735	4,747	4,792	4,810	4,802	4,821	4,861	4,910	6%
Total Headcount		5,476	5,579	5,632	5,687	5,705	5,712	5,718	5,786	5,901	8%

UMBC											
Undergraduate											
	Full-time	7,572	7,647	7,718	7,742	7,776	7,799	7,805	7,804	7,804	3%
	Part-time	1,756	1,773	1,790	1,795	1,803	1,809	1,810	1,810	1,810	3%
Total Undergraduate		9,328	9,420	9,508	9,537	9,579	9,608	9,615	9,614	9,614	3%
Graduate											
	Full-time	920	929	938	948	957	967	977	986	1,006	10%
	Part-time	989	1,142	1,248	1,302	1,336	1,360	1,381	1,408	1,459	50%
Total Graduate		1,909	2,071	2,186	2,250	2,293	2,327	2,358	2,394	2,465	31%
Total Headcount		11,237	11,491	11,694	11,787	11,872	11,935	11,973	12,008	12,079	8%

UMCP											
Undergraduate											
	Full-time	22,412	22,270	22,450	22,680	22,880	22,980	23,090	23,210	23,420	4%
	Part-time	2,687	2,610	2,490	2,370	2,260	2,160	2,050	1,940	1,730	-36%
Total Undergraduate		25,099	24,880	24,940	25,050	25,140	25,140	25,140	25,150	25,150	0%
Graduate											
	Full-time	5,432	5,540	5,600	5,640	5,650	5,660	5,650	5,640	5,640	4%
	Part-time	3,629	3,700	3,750	3,770	3,780	3,790	3,780	3,780	3,780	4%
Total Graduate		9,061	9,240	9,350	9,410	9,430	9,450	9,430	9,420	9,420	4%
Total Headcount		34,160	34,120	34,290	34,460	34,570	34,590	34,570	34,570	34,570	1%

Projections of Headcount Enrollment at Maryland Public Four-Year Institutions

FALL 01 FY 02 Actual	FALL 02 FY 03 Projected	FALL 03 FY 04 Projected	FALL 04 FY 05 Projected	FALL 05 FY 06 Projected	FALL 06 FY 07 Projected	FALL 07 FY 08 Projected	FALL 08 FY 09 Projected	FALL 09 FY 10 Projected	FALL 10 FY 11 Projected	FALL 11 FY 12 Projected	% Change 01-11
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UMES											
Undergraduate											
Full-time	2,393	2,599	2,677	2,725	2,773	2,821	2,869	2,917	2,965	3,013	28%
Part-time	743	412	421	430	439	448	457	467	476	485	-34%
Total Undergraduate	3,136	3,011	3,098	3,155	3,212	3,269	3,326	3,384	3,441	3,498	13%
Graduate											
Full-time	31	32	34	35	37	40	42	45	48	51	74%
Part-time	259	180	184	187	192	196	199	202	207	211	-17%
Total Graduate	290	212	218	222	229	236	241	247	255	262	-8%
Total Headcount	3,426	3,223	3,316	3,377	3,441	3,505	3,567	3,631	3,696	3,760	12%

UMUC											
Undergraduate											
Full-time	2,181	2,502	2,707	2,842	2,955	3,103	3,311	3,509	3,719	3,979	97%
Part-time	13,881	15,926	17,227	18,088	18,808	19,749	21,071	22,335	23,669	25,326	97%
Total Undergraduate	16,062	18,428	19,934	20,930	21,763	22,852	24,382	25,844	27,388	29,305	97%
Graduate											
Full-time	289	300	300	300	300	350	350	350	350	350	21%
Part-time	5,882	6,478	6,919	7,646	8,568	9,550	10,723	12,052	13,360	15,005	186%
Total Graduate	6,171	6,778	7,219	7,946	8,868	9,900	11,073	12,402	13,710	15,355	179%
Total Headcount	22,233	25,206	27,153	28,876	30,631	32,752	35,455	38,246	41,098	44,660	120%

TOTAL SYSTEM OF MD.											
Undergraduate											
Full-time	62,031	63,016	64,019	64,978	65,763	66,453	67,124	67,693	68,260	68,871	12%
Part-time	25,558	27,362	28,719	29,631	30,377	31,263	32,538	33,772	35,113	36,786	52%
Total Undergraduate	87,589	90,378	92,738	94,609	96,140	97,716	99,662	101,465	103,373	105,657	24%
Graduate											
Full-time	12,975	13,344	13,604	13,773	13,936	14,145	14,252	14,382	14,503	14,619	14%
Part-time	18,736	19,570	20,351	21,288	22,389	23,578	24,927	26,480	27,996	29,874	70%
Total Graduate	31,711	32,914	33,955	35,061	36,325	37,723	39,179	40,862	42,499	44,493	47%
Total Headcount	119,300	123,292	126,693	129,670	132,465	135,439	138,841	142,327	145,872	150,150	30%

Projections of Headcount Enrollment at Maryland Public Four-Year Institutions

FALL 01 FY 02 Actual	FALL 02 FY 03 Projected	FALL 03 FY 04 Projected	FALL 04 FY 05 Projected	FALL 05 FY 06 Projected	FALL 06 FY 07 Projected	FALL 07 FY 08 Projected	FALL 08 FY 09 Projected	FALL 09 FY 10 Projected	FALL 10 FY 11 Projected	FALL 11 FY 12 Projected	% Change 01-11
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Morgan State

Undergraduate		5,139	5,309	5,710	5,846	6,081	6,180	6,303	6,357	6,485	6,613	6,670	30%
Part-time		835	888	999	1,024	1,048	1,090	1,112	1,122	1,144	1,167	1,177	41%
Total Undergraduate		5,974	6,197	6,709	6,870	7,129	7,270	7,415	7,479	7,629	7,780	7,847	31%
Graduate													
Full-time		281	294	325	337	318	329	310	322	303	296	307	9%
Part-time		243	256	412	441	483	570	607	698	737	765	866	256%
Total Graduate		524	550	737	778	801	899	917	1,020	1,040	1,061	1,173	124%
Total Headcount		6,498	6,747	7,446	7,648	7,930	8,169	8,332	8,499	8,669	8,841	9,020	39%

St. Mary's College

Undergraduate		1,508	1,607	1,685	1,677	1,667	1,663	1,664	1,666	1,666	1,666	1,666	10%
Part-time		180	153	168	179	188	187	187	187	187	187	187	4%
Total Undergraduate		1,688	1,760	1,853	1,856	1,855	1,850	1,851	1,853	1,853	1,853	1,853	10%
Graduate													
Full-time		0	0	0	0	0	0	0	0	0	0	0	0%
Part-time		0	0	0	0	0	0	0	0	0	0	0	0%
Total Graduate		0	0	0	0	0	0	0	0	0	0	0	0%

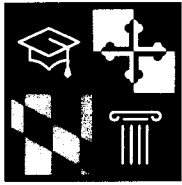
TOTAL 4-YEAR PUBLIC

Undergraduate		68,678	69,932	71,414	72,501	73,511	74,296	75,090	75,714	76,411	77,150	77,777	13%
Part-time		26,573	28,403	29,886	30,834	31,613	32,540	33,837	35,081	36,444	38,140	40,287	52%
Total Undergraduate		95,251	98,335	101,300	103,335	105,124	106,836	108,927	110,795	112,855	115,290	118,064	24%
Graduate													
Full-time		13,256	13,638	13,929	14,110	14,254	14,474	14,562	14,704	14,806	14,915	15,038	13%
Part-time		18,979	19,826	20,763	21,729	22,872	24,148	25,534	27,178	28,733	30,639	32,809	73%
Total Graduate		32,235	33,464	34,692	35,839	37,126	38,622	40,096	41,882	43,539	45,554	47,847	48%
Total Headcount		127,486	131,799	135,992	139,174	142,250	145,458	149,023	152,677	156,394	160,844	165,911	30%

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Karen R. Johnson
Secretary of Higher Education

AGENDA ITEM SUMMARY

SUBJECT: Report on Programs Reviewed from March 16, 2002 to May 15, 2002

COMMITTEE: None

DATE OF COMMISSION MEETING: June 12, 2002

STAFF: Dr. John A. Sabatini, Jr.
Dr. Michael J. Kiphart

SUMMARY:

From March 16, 2002 to May 15, 2002, the Secretary of Higher Education acted favorably on 2 degree and 7 certificate programs at independent colleges and universities; 2 degree and 5 certificate programs at public four-year colleges and universities; and 4 degree and 12 certificate programs at public community colleges. In addition, one off-campus programs was also reviewed and approved.

RECOMMENDATION: This item is for information only.

MARYLAND HIGHER EDUCATION COMMISSION

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Karen R. Johnson
Secretary of Higher Education

MEMORANDUM

DATE: June 12, 2002

TO: Maryland Higher Education Commission

FROM: Karen R. Johnson, J.D.

STAFF:

Dr. John A. Sabatini, Jr.
Dr. Michael J. Kiphart

SUBJECT: Report on Programs Reviewed from March 16, 2002 to May 15, 2002

During the past few months, the Secretary of Higher Education acted favorably on 2 degree and 7 certificate programs at independent colleges and universities; 2 degree and 5 certificate programs at public four-year colleges and universities; and 4 degree and 12 certificate programs at public community colleges. In addition, one off-campus program was reviewed and approved.

I. PROGRAMS FAVORABLY REVIEWED AND APPROVED

Independent Colleges and Universities

Hood College

Master of Arts in Humanities (Approved 3-27-02)

The Master of Arts in Humanities will broaden the understanding of our common cultural origins, and it will demonstrate connections among the various fields of the humanities through interdisciplinary learning. The program will also guide a student toward a capstone thesis project in which in-depth research is undertaken.

Master of Arts in Thanatology (Approved 3-27-02)

The general program objective is to provide the student with the knowledge and research to move into the field of Thanatology as a profession. The specific objectives are to: develop a knowledge and understanding of the theoretical basis of Thanatology; develop knowledge of the subject matter of the field; apply the theory and research of the field to work with the terminally ill, the bereaved, and their families; and develop an appreciation for the cross-cultural approaches to death-related issues.

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Community Colleges

Allegany College of Maryland

Associate of Arts in Teaching (Elementary AAT) (Approved 5-1-02)

Allegany College of Maryland is one of the many community colleges currently approved to offer the AAT degree. The concept was developed collaboratively by two-year and four-year higher education faculty from Maryland colleges and universities in response to Maryland and national workforce needs. The AAT will provide a seamless articulation process in which students may transfer their credit hours toward four-year teacher certification programs throughout the State. The program was developed to meet the goals and outcomes established for elementary education by state and national agencies and accrediting associations.

Lower Division Certificate in Pharmacy Technician - Statewide (Approved 3-20-02)

The program is designed for students wanting to obtain technical skills in the health field and enter the job market quickly, or for students waiting to gain entry into another allied health program at Allegany College. Successful students will be qualified to sit for the state certification examination upon completion of the program. Graduates will qualify for positions in retail facilities, hospitals, clinics, long-term care facilities, as well as other areas.

Lower Division Certificate in Nursing Assistant/Geriatric Aide - Statewide (Approved 3-20-02)

This program will provide students with the opportunity to learn basic nursing skills appropriate for unlicensed assistive personnel working under the supervision of licensed nurses. Students will be able to sit for the state certification examination upon completion of the program and be listed with the Maryland Board of Nursing as a Geriatric Aide.

Lower Division Certificate in Phlebotomy/EKG Technician - Statewide (Approved 3-20-02)

The program provides instruction and practical experience in routine phlebotomy practices and electrocardiogram knowledge in order to prepare successful students for competent work as phlebotomists and electrocardiogram technicians in hospitals, doctor's offices, clinics, and nursing homes. The program includes such topics as phlebotomy techniques, preparation of specimens, transportation of specimens, laboratory safety, understanding of the circulatory system, performing electrocardiograms, recognizing normal heart functioning and arrhythmias, and proper reporting to physicians.

Carroll Community College

Associate of Applied Science in Law Enforcement (Approved 5-15-02)

Lower Division Certificate in Law Enforcement (Approved 5-15-02)

The Law Enforcement programs are designed to prepare students for entry-level positions in law enforcement. The Associate degree program combines career oriented course work in law enforcement with general education course work in a 60-credit program of study. Required courses include Criminal Law, Constitutional Law for Police, Written Communications for

Police, and Forensic Science. Other available courses cover topics such as ethics, investigational techniques, and police operations and administration.

Cecil Community College

Associate of Arts in Teaching (Elementary Education AAT) (Approved 3-29-02)

Cecil Community College is one of the many community colleges currently approved to offer the AAT degree. The concept was developed collaboratively by two-year and four-year higher education faculty from Maryland colleges and universities in response to Maryland and national workforce needs. The AAT will provide a seamless articulation process in which students may transfer their credit hours toward four-year teacher certification programs throughout the State. The program was developed to meet the goals and outcomes established for elementary education by state and national agencies and accrediting associations.

Howard Community College

Associate of Applied Science in Health Care for the Professional (Approved 5-1-02)

The Health Care for the Professional program is designed for individuals who are working as allied health professionals and who desire to prepare themselves for advancement in the area of health care management or to broaden their knowledge in their professional area. Individuals who are currently licensed, registered, or certified in an allied health field are eligible to apply for admission to this program and advanced standing. The program has three options: massage therapy, cardiovascular technology, and emergency medical services.

Public Four-Year Colleges and Universities

Frostburg State University

Master of Arts in Teaching – Secondary Education (Approved 4-1-02)

This program provides qualified individuals with an intensive initial certification curriculum in the area of secondary content specialization by providing study of the knowledge, skills, and dispositions necessary for effective secondary school teachers. The program leads to initial full Maryland certification in a secondary education specialization.

University of Maryland Baltimore County

Master of Arts in Teaching (Approved 3-26-02)

This program will offer a graduate level degree in teaching for career changers and recent graduates with at least a bachelors' degree. Students will be introduced to pedagogy, including curriculum planning, instructional design, assessment and human development as well as subject-specific methods. The program incorporates competency-based course work and a Professional Development School internship for every student in the program.

II. CERTIFICATES APPROVED WITHIN EXISTING DEGREE PROGRAMS

Baltimore International College

Lower Division Certificate in Professional Hospitality Marketing (Approved 5-2-02)

Community College of Baltimore County

Lower Division Certificate in Multimedia Authoring Specialist (Approved 4-29-02)

Lower Division Certificate in Web Design Specialist (Approved 4-29-02)

Lower Division Certificate in GIC Technician (Approved 4-29-02)

Lower Division Certificate in Travel Management (Approved 4-29-02)

Lower Division Certificate in International Tourism (Approved 4-29-02)

Lower Division Certificate in Tourism Sales and Management (Approved 4-29-02)

Lower Division Certificate in Tourism Diversity (Approved 4-29-02)

Frostburg State University

Post Baccalaureate Certificate in Addictions Counseling (Approved 4-1-02)

Post Baccalaureate Certificate in Child and Family (Approved 4-1-02)

Post Baccalaureate Certificate in Education Technology (Approved 4-1-02)

The Johns Hopkins University

Post Baccalaureate Certificate in Data-Based Decision-Making and Organizational Improvement (Endorsed 3-21-02)

Post Baccalaureate Certificate in Adult, Family, and Workplace Literacy (Endorsed 3-21-02)

Post Baccalaureate Certificate in Applied Literacy Research (Endorsed 3-21-02)

Post Baccalaureate Certificate in English as a Second Language Instruction (Endorsed 3-21-02)

Post Baccalaureate Certificate in Spiritual and Existential Counseling and Therapy (Endorsed 3-21-02)

Area of Concentration in Nonprofit Management (Endorsed 3-21-02)

Area of Concentration in Health Care Management (Endorsed 3-21-02)

Area of Concentration in Asset Protection Management (Endorsed 3-21-02)

Upper Division Certificate in Asset Protection Management (Endorsed 3-21-02)

Towson University

Post Baccalaureate Certificate in Applied Gerontology (Approved 5-6-02)

University of Maryland, College Park

Post Baccalaureate Certificate in Large Scale Assessment (Approved 5-6-02)

Wor-Wic Community College

Lower Division Certificate in Directed Technology (Law Enforcement) (Approved 5-6-02)

III. OFF-CAMPUS PROGRAM PROPOSALS

University of Baltimore

Bachelor of Science in Business Administration (Approved 4-8-02)

Bachelor of Science in Applied Information Technology (Approved 4-8-02)

These two programs will be offered at the Laurel College Center in Laurel, Maryland.

RECOMMENDATION: This item is for information only



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Secretary of Higher Education

AGENDA ITEM SUMMARY

SUBJECT: Report on Private Career Schools: Approval Actions from January 22, 2002 to May 15, 2002

COMMITTEE: None

DATE OF COMMISSION MEETING: June 12, 2002 **STAFF:** Dr. John A. Sabatini, Jr.

SUMMARY: During the past few months, the Secretary of Higher Education approved 8 new private career schools to offer a total of 29 certificate programs, 1 change of ownership, and 15 new certificate programs to be offered by approved private career schools.

RECOMMENDATION: This item is for information only.

MARYLAND HIGHER EDUCATION COMMISSION

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MHEC

Creating a state of achievement

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Secretary of Higher Education

MEMORANDUM

DATE: June 12, 2002

TO: Maryland Higher Education Commission

FROM: Karen R. Johnson, J.D.  **STAFF:** Dr. John A. Sabatini, Jr.
Ms. Judy Hendrickson

SUBJECT: Report on Private Career Schools: Approval Actions from January 22, 2002 to May 15, 2002

During the past months, the Secretary of Higher Education approved 8 new private career schools to offer a total of 29 certificate programs, 1 change of ownership, and 15 new certificate programs to be offered by approved private career schools.

I. NEW SCHOOLS REVIEWED AND APPROVED

American Red Cross, Central Maryland Chapter (Approved 2/12/02)

Foundation for Caregiving – Nurse Assistant Training (108 clock hours)

This program, conducted under the auspices of the Central Maryland Chapter of the American Red Cross, meets the training requirements to become a certified nursing assistant and a geriatric nursing assistant in the State of Maryland and be employed in the following areas: nursing homes, hospitals, assisted living facilities, and other settings.

American Computer Utopia (Approved 2/26/02)

A+ Certification (48 clock hours)

America Computer Utopia provides computer consulting, training, and testing services to companies and the general public. Our mission is to provide the latest technology and maintain the highest quality of instruction for our clients.

Computer Education Services Corporation (Approved 5/1/02)

A+ Fundamentals (75.75 clock hours)

IT Fundamentals (110.75 clock hours)

Network + Certification Preparation (35 clock hours)

NetWare 5.1 CNE Preparation (150 clock hours)

NetWare 5.1 CNE Preparation Enhanced (185 clock hours)

Microsoft Windows 2000 Core (108 clock hours)

Microsoft Windows 2000 Elective Course Package Security (67 clock hours)

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Windows 2000 MCSA (79.5 clock hours)

Computer Education Services, Corp. is a dynamic learning network committed to helping organizations and individuals gain the skills, training, and knowledge they need to realize a distinct competitive advantage and to reach their ultimate potential.

CompUSA, Columbia (Approved 5/3/02)

Microsoft Office User Specialist (90 clock hours)

Certified Internet Webmaster Web Site Manager (120 clock hours)

Microsoft Certified Systems Engineer 2000 (246-264 clock hours)

CompUSA's short-term advanced technical training programs are designed as intensive courses to help prepare individuals to take industry certification tests.

CompUSA, Glen Burnie (Approved 5/3/02)

Microsoft Office User Specialist (90 clock hours)

Certified Internet Webmaster Web Site Manager (120 clock hours)

Microsoft Certified Systems Engineer 2000 (246-264 clock hours)

CompUSA's short-term advanced technical training programs are designed as intensive courses to help prepare individuals to take industry certification tests.

CompUSA, Towson (Approved 5/3/02)

Microsoft Office User Specialist (90 clock hours)

Certified Internet Webmaster Web Site Manager (120 clock hours)

Microsoft Certified Systems Engineer 2000 (246-264 clock hours)

CompUSA's short-term advanced technical training programs are designed as intensive courses to help prepare individuals to take industry certification tests.

IT Proficient Computer Training Center (Approved 2/12/02)

A+ (44 clock hours)

CCNA (40 clock hours)

MOUS (30 clock hours)

Network + (40 clock hours)

Students who take courses at IT Proficient are exposed to the tools and skills sought out by employers in the fast-growing Information Technology industry. In the classroom, we ensure that these skills are ingrained into all of our subjects and programs. Be it A+, Network+, or CCNA, we will deliver quality IT training to those who already work or are seeking to work with computers.

Unisoft School of Technology (Approved 2/12/02)

Office Automation (208 clock hours)

Internet Technology: Web Master (288 clock hours)

Computer Service Technician (104 clock hours)

Network Technology and Infrastructure (296 clock hours)

Database Management and Administration (288 clock hours)

Network Engineering (292 clock hours)

The mission of Unisoft School of Technology is to prepare the student to participate gainfully and successfully in a technology-based society. Our training philosophy can be summed up in three words: Immediate Practical Application “IPA”.

II. CHANGE OF OWNERSHIP

Diesel Institute of America (Approved 5/1/02)

III. NEW PROGRAMS REVIEWED AND APPROVED

AccuTech Career Institute

Windows 2000 Microsoft Certified Systems Administrator (245 clock hours) (Approved 4/19/02)

This program is designed to prepare individuals who desire to improve their credentials and enhance their value in the job market. Students will demonstrate the ability to implement, manage and troubleshoot the on-going needs of Microsoft Windows 2000-based operating environments, including Windows.Net Server in a local or enterprise environment. This program gives students the maximum opportunity to become skilled in installing, configuring, and administering Windows 2000 clients and servers, as well as managing a Windows 2000 network environment. The following occupational opportunities are listed for program graduates: Supervisor, Network Control Operator; User Support Analyst; and Technical Support Specialist.

Windows 2000 Microsoft Certified Systems Engineer (276.5 clock hours) (Approved 3/27/02)

The program is designed to prepare individuals who desire to improve their credentials and enhance their value in the job marketplace by demonstrating the ability to design, implement, administer, support, and troubleshoot Microsoft Windows 2000 networks in a local and enterprise environment. This program gives students the maximum opportunity to become skilled in administering Windows 2000 clients and servers; designing, installing, and administering Windows 2000 network, directory services and infrastructures; and installing and configuring Windows 2000 internet security and acceleration server. The following occupational opportunities are listed for program graduates: Program Analyst, Systems Programmer, Systems Analyst, Database Administrator, Database Design Analyst, Network Control Operator, User Support Analyst, Computer Security Coordinator, Technical Support Specialist, Computer Systems Hardware Analyst, Microcomputer Support Specialist, and Data Communications Analyst.

Advanced Computer Technology Training, Baltimore – L.L.C.

Microsoft Certified Solutions Developer (176 clock hours) (Approved 2/11/02)

The Microsoft Certified Solutions Developer (MCSD) is the premium certification for professionals who design and develop custom business solutions with Microsoft development tools, technologies, and platforms. MCSD certified professionals design and develop desktop, multi-user, web-based, N-tier, and transaction-based applications. Graduates of the MCSD

program will qualify for the following types of positions: Visual Basic Programmer, Visual Basic Lead Tech Analyst, Database Engineer.

AmeriTrain, Inc.

A+/Network+ (112 clock hours) (Approved 3/29/02)

The A+/Network+ program is designed to prepare students for a position as an entry-level computer service or network technician. Students should be prepared to sit for certifications as an A+ Certified Service Technician and Network+ Certified Professional. Program graduates may qualify for the following occupations: PC Support Technician, Help Desk Operator, Network Technician, and Jr. Network Administrator.

ASM Educational Center, Inc.

MCSA (120 clock hours) (Approved 2/25/02)

Demand for the network administration job function has grown significantly, and candidates as well as the industry have indicated that a certification for this job is needed. The credential offers IT professionals a competitive edge in today's constantly changing business environment by validating the specific experience required by the network and systems administrator job role. For an individual to meet the requirements and become MCSA certified, the candidate must pass four exams. When a student has completed the MCSA program, he/she will be prepared to take the Microsoft certification exams for the four courses included in the MCSA Windows 2000 program.

Chesapeake School of Esthetics: Skin Care and Makeup Artistry

600 Hour Skin Care and Makeup Artistry (600 clock hours) (Approved 2/28/02)

Upon completion of this program, the student will be able to apply for the written and practical Maryland State Board of Cosmetology Esthetics Examination in order to obtain a State license. Graduates may find employment in health, beauty, and fashion industries as fully qualified: Estheticians, Makeup Artists, Beauty Therapists, and Spa Technicians.

Lincoln Technical Institute, Inc.

Computer Programming with Web Technology (720 clock hours) (Approved 2/26/02)

This program is designed to prepare students for entry into the dynamic world of information technology. Students in this program will learn current programming languages and applications necessary for Web development and design. Graduates of this program may find employment in entry-level positions as: Web Designers, Web Developers, Database Developers, Java Programmers, Applications Developers, or Computer Programmers.

Personal Computer Support Technician (720 clock hours) (Approved 4/22/02)

Students enrolled in this program will be trained for entry-level positions as micro-computer desk-side support technicians; that is, students will learn to install, modify, diagnose, repair, and provide general technical assistance to microcomputer hardware and software systems at the client's workplace. The graduate of this program will also learn effective communications skills

in order to answer clients' inquiries effectively. Graduates of this program find work under classifications such as: PC Technicians, Desk-Side Support Technicians, Computer Technicians, Desktop Support Technicians, Computer User Support, PC Technicians, and Personal Computer Specialists.

New Horizons Computer Learning Center

Managing a Windows 2000 Network Environment (35 clock hours) (Approved 1/25/02)

This program is designed to prepare students to administer, support, and troubleshoot information systems that incorporate Microsoft Windows 2000. This program provides the knowledge required by network administrators to perform installation and configuration tasks, as well as network and operating system management tasks, troubleshooting tasks, hardware and software installations, configurations, upgrades, and some network and system operations tasks in a Microsoft Windows 2000 network environment. The program prepares students for entry-level careers in the computer network administration field.

Microsoft Certified Systems Administrator (122-182 clock hours) (Approved 1/25/02)

The Microsoft Certified Systems Administrator (MCSA) on Microsoft Windows 2000 certification is designed for professionals who implement, manage, and troubleshoot existing network and system environments based on the Microsoft Windows 2000 Server platform. Typical network services and resources including messaging, database, file and print, proxy server or firewall, internet and intranet, remote access, and client computer managements. Connectivity needs include connecting branch offices and individual users at remote locations to the corporate network and connecting corporate network to the internet. To become a certified MCSA, an individual is required to pass three Microsoft core exams and one elective exam. The program graduate will qualify for entry-level Network Administrators or Systems Administrators.

Orange Technical Institute

Oracle Developer (110.5 clock hours) (Approved 3/27/02)

This program is for students who can demonstrate the depth of knowledge and hands-on skills required to support Oracle's products. This certification is for application developers who use Developer 2000 Rel.2 to program both in client/server and web environments. Program graduates may qualify as Oracle Developers.

Oracle DBA (110 clock hours) (Approved 3/27/02)

This program is for students and professionals who want to demonstrate the depth of knowledge and hands-on skills required to support Oracle's products from an administration point of view. Program graduates may qualify as Junior Database Administrators.

Windows 2000 Fast Track (104 clock hours) (Approved 1/25/02)

The Windows 2000 Fast Track program is for individuals who want to take certification in MCSE 2000 Microsoft curriculum. The Windows program is designed to prepare the applicants for managing, monitoring, and planning Local Area Networks using Microsoft Windows NT operating systems. Program graduates may qualify as Junior Network Administrators.

RTEK 2000, Inc.

Computer Networking (322.5 clock hours) (Approved 2/1/02)

This program is intended to train network support professionals who can install, configure, customize, and support Microsoft Windows NT Server 4.0, Windows 2000 Server, Linux 7 Server as well as the various combinations of PCs with desktop operating systems within local area networks. The course lays the foundation for supporting Microsoft Windows and UNIX/Linux Servers and workstations in single and multiple domain environments. The training imparts to students the skills necessary to install, configure, customize, optimize, network, integrate, manage and troubleshoot computer LANS and network operating systems across different networking architectures and platforms. Program graduates may qualify as: LAN Technicians, Network Technicians, Technical Support Specialists, LAN Administrators, LAN Integrators, Network Administrators.

The Sheffield Institute for the Recording Arts

Tech Works – Basic Systems Integration and Maintenance for Audio/Video Applications (380 clock hours) (Approved 1/7/02)

The objective of the program is to prepare the individual with the basic skills of soldering; identifying and repairing the various types of cable, wire, and connectors; developing a basic understanding of electronics which includes, but is not limited to, the proper use of test equipment, terminology, and signal identification. Students will learn about the audio and video production process and how to avoid some of the pitfalls in equipment care and installation. Upon successful program completion, the graduate will be qualified to apply for entry-level employment in the fields of systems integration and audio/video maintenance for one or more of the following positions: Cable Installers, Audio Installation Technicians, Video Installation Technicians, A/V Equipment Preventive Maintenance Technicians.

RECOMMENDATION: This item is for information only.

**MARYLAND HIGHER EDUCATION COMMISSION
MEETING DATES 2002-2003**

2002 August	Education Policy	10:00 a.m.	Wednesday – August 7
	Finance Policy	1:30 p.m.	Thursday – August 8
September	Finance Policy	9:00 - 2:30	Thursday – September 19
	Commission Meeting	1:00 p.m.	Wednesday – September 25
October	Governor’s Higher Education Conference		Tuesday - October 15 Stamp Student Union University of Maryland, College Park
October	Education Policy	10:00 a.m.	Wednesday – October 9
	Finance Policy	1:30 p.m.	Thursday – October 24
November	Commission Meeting	1:00 p.m.	Wednesday – November 13
December	Commission Retreat	8:00-5:00	Wednesday – December 11
2003			
January	Education Policy	10:00 a.m.	Wednesday – January 15
February	Commission Meeting	1:00 p.m.	Wednesday – February 19
March	Education Policy	10:00 a.m.	Wednesday – March 12
	Finance Policy	1:30 p.m.	Thursday – March 13
April	Commission Meeting	1:00 p.m.	Wednesday – April 23
May	Education Policy	10:00 a.m.	Wednesday – May 7
	Finance Policy	1:30 p.m.	Thursday – May 8
	Commission Retreat	8:00-5:00	Wednesday – May 21
June	Commission Meeting	1:00 p.m.	Wednesday – June 18

**All Commission, Education Policy, and Finance Policy meetings will be held at:
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